



**NGAUS**

National Guard Association of the United States

# State Association Leadership Information

December 2020

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# Welcome!

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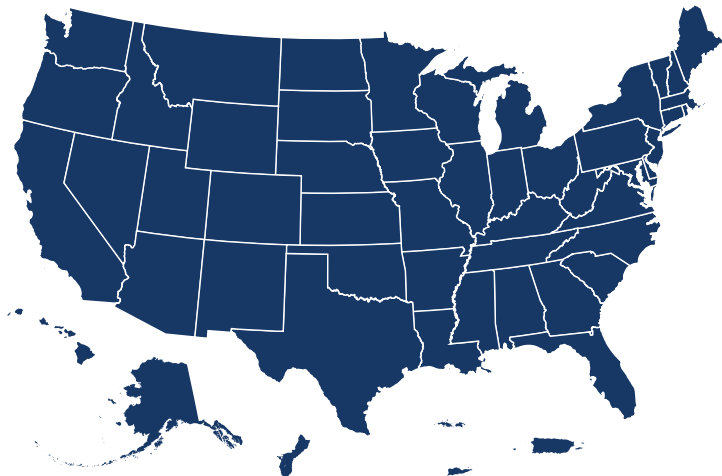
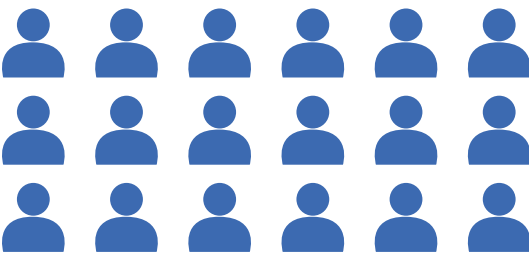
Thank you for your dedication to the National Guard by becoming a leader at the state association level. We strive to help our state association leadership as much as possible. If there is anything that you need or that we can do better please let us know. In this packet are a few of the things that we provide to our state association leadership.



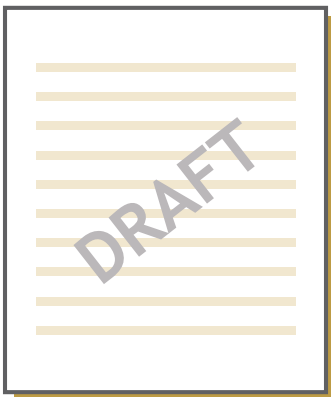
# How it works

45,000+

Members experience issues during or after serving in the National Guard that are caused by current laws in place.



Members take these issues to one of the National Guard associations located in the 54 states, territories and District of Columbia.



## DRAFT

These associations at the state level write draft resolutions or proposals to solve the issues.

## VOTE



Draft resolutions are reviewed and voted upon by members at the annual NGAUS General Conference & Exhibition.



## ADVOCACY

NGAUS legislative staff then takes these resolutions to Capitol Hill where they ask for support from representatives and eventually get laws put in place that improve the issues.

# Membership

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## Membership Percentage

All active guard members count toward your membership percentage goal. These members include active annual, active life, and complimentary members. Active life members continue counting toward this percentage even after retirement. Although retired life members do not count toward your rebate, they do count towards your delegate count at the General Conference & Exhibition.

Percentage goals are based off the total number of guard officers in your respective state. Although achieving the ultimate goal of 100% can be challenging, we encourage states to exceed the membership percentage reached in the last year by at least 1%.

## Membership Rebates

As a way to encourage engagement and recruitment of members, NGAUS offers three incentive rebates throughout the year.

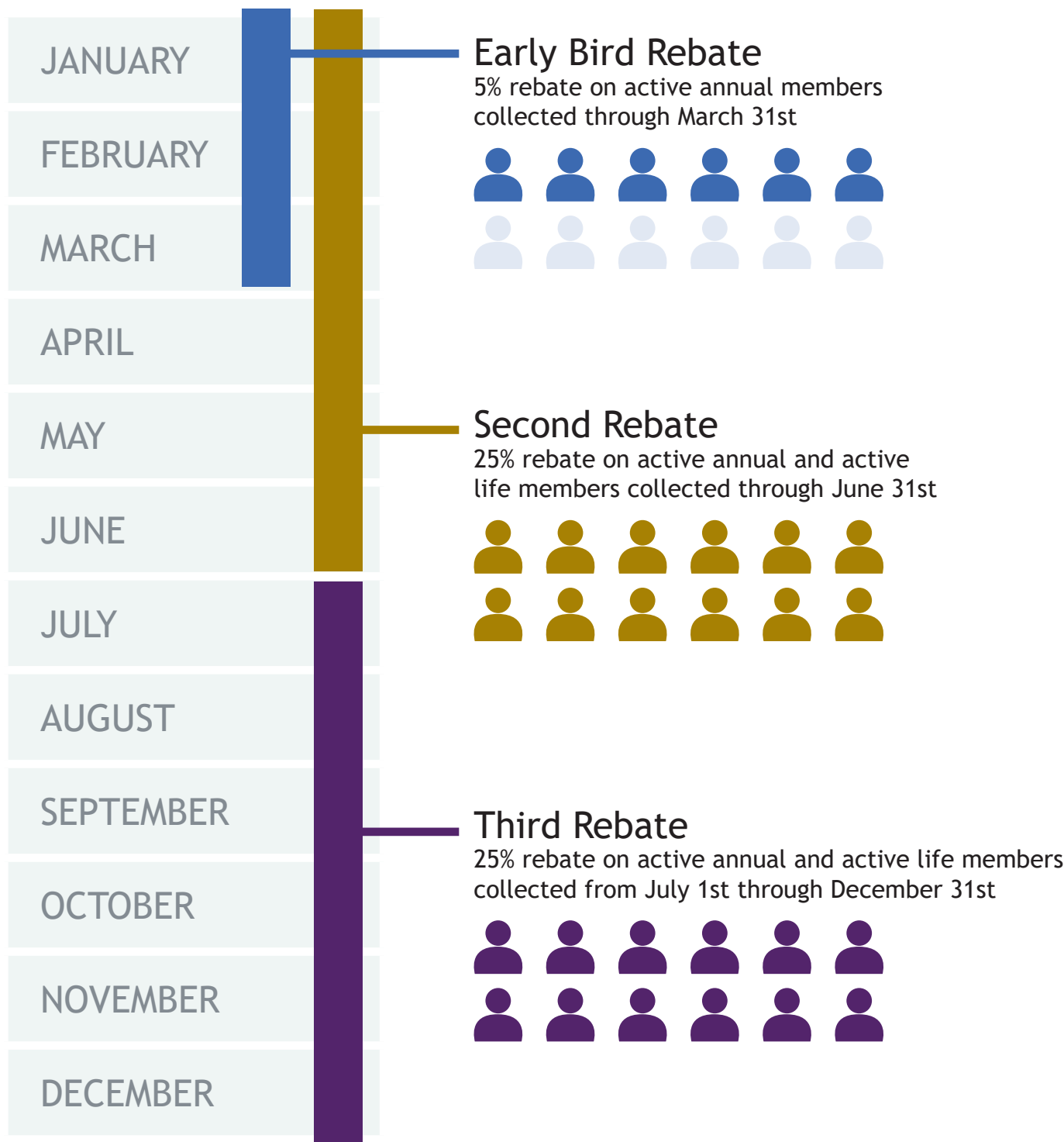
### How Do the Rebates Work?

- The first (early bird) rebate deadline is March 31st. Awarded states receive a **5%** rebate on all NGAUS **active annual** membership dues collected for that year up to March 31st.
- The second rebate deadline is June 30th. Awarded states receive a **25%** rebate on all NGAUS **active annual and active life** membership dues collected for that year up to June 30th. **This rebate is awarded to those states who are over 50% or below 50% but have increased their membership by a minimum of 1%. With the early bird this acts as a potential of a 30% total rebate on active annual memberships.**
- The third rebate deadline is December 31st. Awarded states receive a **25%** rebate on all NGAUS **active annual and active life** membership dues collected for that year from July 1-December 31. **This rebate is awarded to those states who are over 50% or below 50% but have increased their membership by a minimum of 1%.**

In order to receive rebates, state's must enter their members into the database and **all dues must be paid or postmarked** to NGAUS by the following dates.

- March 31st
- June 30th
- December 31st

# Rebate Timeline



# Conference

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## Registration

### Who Registers Attendees?

Executive Directors (ED) (or proxy) registers all attendees from that state, other than Distinguished Guests (DG).

- EDs are able to register all attendees, including spouses, guests, attendees on orders/OPD
- If you are unsure if someone is a DG, please contact Lakeshia Williams at [lakeshia.williams@ngaus.org](mailto:lakeshia.williams@ngaus.org).

### Registering people who are not NGAUS members?

- If the attendee is not a member or is expired, he/she/they go on a list to be approved.
- NGAUS uses this list to determine if this is an individual who needs to become a member or renew their membership
- NGAUS might reach out to their State Association to determine

## Delegates

Delegates are your voting voice during the Business Sessions conducted at the NGAUS General Conference & Exhibition each year.

### How Do We Calculate the Number of Delegates a State Association Has?

The number of delegates is based on a state association's membership.

Associations receive one vote for each of the following:

- The Adjutant General
- Retired Life Vote
- Warrant Officer Vote
- Company Grade-ARMY Vote
- Company Grade-AIR Vote
- If any members from a state association serve on the NGAUS Board of Directors one vote is received for each of those serving

Associations are able to count more delegates based on the amount of active annual, active life, complimentary and retired life members:

- One delegate per every 50 active annual, life and complimentary member
- One delegate per every 50 retired life member

## Who is Eligible to Be a Delegate?

- Any active annual, active life, complimentary or retired life members
- Associate members are not eligible to be delegates
- Delegates can not be on orders/TDY at the General Conference & Exhibition

## Delegates vs. Committees

- Delegates serve on committees at conference
- You can have delegates that are not assigned to committees
- You should assign as many delegates as you can
- You should fill as many committees as you can

## General Conference & Exhibition Committees

- |   |                             |
|---|-----------------------------|
| • Committee on Nominations                    | • Area III Army Caucus      |
| • Committee on Army Resolutions               | • Area IV Army Caucus       |
| • Committee on Air Resolutions                | • Area V Army Caucus        |
| • Committee on Joint Resolutions              | • Area VI Army Caucus       |
| • Committee on Company Grade Caucus Army      | • Area I Air Force Caucus   |
| • Committee on Company Grade Caucus Air Force | • Area II Air Force Caucus  |
| • Retired Caucus Army                         | • Area III Air Force Caucus |
| • Retired Caucus Air Force                    | • Area IV Air Force Caucus  |
| • Warrant Officer Caucus (Army)               | • Area V Air Force Caucus   |
| • Area I Army Caucus                          | • Area VI Air Force Caucus  |
| • Area II Army Caucus                         |                             |

## Seating

During the conference, state and territory associations sit in sections at the Business Sessions and state's dinner that is determined by their membership percentage and length of time at that percentage. For example, there is more than one state with 100% membership, whichever state has been at 100% in their membership the longest will have priority seating.



# A State's Perspective on the Resolutions Process

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This memo will serve as a state association resolutions chair perspective of the National Guard Association of the United States (NGAUS) resolutions process. Keeping with the timeline and the Standard Operating Procedures (SOP) established by NGAUS, this process has been both rewarding and (at times) cumbersome to follow. The end result provides the four legs to the stool that makes our association one of the most powerful on Capitol Hill to ensure the National Guard soldiers and airmen have the equipment and benefits they need to protect our states and the nation. More about the 'Four Legs' later in this memo.

## A Resolution is Born

Following Industry Day and the Legislative Workshop held at the NGAUS headquarters each year, the process of evaluating what needs are not being met by the National Guard and the military begins. At both of these events, the NGAUS legislative team provides the priorities established by each of the NGAUS Task Forces as the NGAUS legislative agenda for the next year. These priorities are derived from the standing resolutions that were updated/ratified at the previous General Conference.

State association Executive Director's and leadership are encouraged to attend these workshops as they are part of the grassroots of NGAUS.

NGAUS members and industry representatives then approach these state association leaders with an idea, item or benefit. The same NGAUS members and industry representatives may also approach the National Guard Bureau (NGB) and NGAUS legislative staff. Some needs are generated by the state association or guard leadership teams. In some cases, an industry partner is sought out to fill this need. If the idea, item or benefit is not currently provided or is not a program of record by the Army or the Air Force, or sitting as a NGAUS standing resolution, it becomes a prime candidate for establishing a draft resolution!

Some of these ideas, items or benefits stew for a month until the National Guard Executive Directors Association (NGEDA) meets in the host city for the next General Conference. On the NGAUS resolutions webpage, the NGAUS legislative team has prepared a draft resolution template that is accessible to NGAUS members, industry and the state associations. As the state

association Executive Directors and leadership changes, the NGEDA Conference is a perfect time for industry and the state associations to re-establish contacts and to start circulating a draft resolution. The publication of the Executive Directors directory is an excellent tool for industry and other state associations to find out ‘Who’s Who’ in the states. Another important item in this directory is the date/place of each state association conference. This information helps both industry and the state to set-up a calendar, garner support for a draft resolution and gather financial support for a state conference.

Following the NGEDA Conference, many members of industry will send draft resolutions to the Executive Directors and state association leadership. Each draft resolution should be accompanied by a ‘White Paper’ that describes the idea, item or benefit in great detail. The vetting process is now in the hands of the state association to validate the need, the correct format, the NGAUS standing resolution affected, confer with other Subject Matter Experts (SME’s) and ultimately present it to their membership for concurrence. Many times, this vetting process could take months as the resolutions chair/Executive Director/state leadership confer with other states (to garner co-sponsor support), industry, NGAUS Task Forces, and NGB. Ultimately, the draft resolution is presented to the NGAUS members in the state or a resolutions committee that looks at draft resolutions for adoption or denial by the state association.

## State Adopts a Draft Resolution

Once the state has adopted the draft resolution, it is uploaded into the NGAUS draft resolutions database. A good rule of thumb is that whomever is listed as the SME on the form/database should be the person most knowledgeable about the idea, item, or benefit. This rule will help other states contact that SME should the other state desire to co-sponsor a draft resolution. If other states have shown an interest in co-sponsoring a draft resolution, the NGAUS legislative team will combine the draft resolutions into one. White papers are also forwarded to NGAUS to provide as much background information as possible.

## Resolution Committee Meetings at the NGAUS General Conference

State association leadership must carefully assign two members of their delegation attending the General Conference as their resolutions delegate. Both of these delegates will attend the joint resolutions committee held one day before the First NGAUS Business Session, then the Army delegate will attend the Army resolutions committee and the Air delegate will attend

the Air resolutions committee held the following day. Prior to the joint session, new member training is provided by the NGAUS legislative team and should be attended by both members. Even a seasoned resolutions committee member will learn something at the new member training! Conference credentials will reflect a resolutions committee member and must be shown to enter all resolutions committee meetings.

Hopefully, the same SME's mentioned previously will be in attendance at the NGAUS resolutions committee meetings at the General Conference. If he/she is unable to attend, it is recommended that the designated delegate arrives prepared to talk about ANY draft resolution that was forwarded to NGAUS by his/her State.

All of the draft resolutions are available prior to the NGAUS Committee meetings on the NGAUS website. It is recommended that each of the drafts be reviewed prior to attending the meetings to help with the flow of those meetings.

The NGAUS resolutions committee meetings are well organized and include the 54 state members, Task Force chairs, a representative from NGB and the NGAUS legislative team member. No members from industry can be in attendance. Each draft resolution is presented and reviewed by the committee and using Robert Rules of Order, a motion and a second are required before a discussion and a vote to adopt or deny.

The results of the committee meetings are then forwarded to the General Conference members for a final vote and incorporation into the standing resolutions.

## Do's and Don'ts

- Do read a copy of the NGAUS Resolutions SOP.
- Do familiarize yourself with the NGAUS Resolutions webpage, including both videos found at [www.ngaus.org/legislation/resolutions](http://www.ngaus.org/legislation/resolutions).
- Do ask your Executive Director for a copy of the Executive Directors Directory. Or download the directory at [www.ngeda.org](http://www.ngeda.org).
- Do download a copy of ALL of the NGAUS standing resolutions.
- Do check the NGAUS website frequently for updates to the draft resolutions database.
- Do talk with your state guard leadership (Including the Adjutant General) about a resolution. They may have heard about it through another source.
- Do attend the new member training at the General Conference and bring another member of your state delegation.

- Don't use an industry representative on the SME line of a draft resolution.
- Don't be afraid to speak out for or against a Draft Resolution.
- Don't use abbreviations on a draft resolution (Spell them out at least once!).
- Don't be late for any resolutions committee meeting. There is a Sergeant at Arms posted and he/she promptly closes the door at the start of the meetings.

## Four Legged Stool

Into the future, the National Guard must continue to be as effective an organization as possible. The "stool" must have all four legs attached and working as one.

- Industry
- State Associations
- National Guard Bureau
- National Guard Association of the United States

Resolutions management is the most important task that NGAUS does! Thank you for being a huge part of this process.

Prepared by: John C. Vitt, CW5 (Retired), National Guard Association of Arizona

To learn more about the resolutions process, visit [www.ngaus.org/legislation/resolutions](http://www.ngaus.org/legislation/resolutions).

# Resources

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We want to make sure you have the resources you need to be successful. On the NGAUS website you will find “State Association Resources” available under the “States & Territories” tab, or at [www.ngaus.org/stateresources](http://www.ngaus.org/stateresources).

You will find resources for:

- Membership
- Legislation
- Marketing
- Conference

These resources are restricted to executive directors, presidents or those you designate to have access. If you are unable to access to these resources, please email [membership@ngaus.org](mailto:membership@ngaus.org).

We encourage you to look through these resources and let us know if there are things that we aren’t providing that you would like to see. If you have any questions about or would like any of these resources customized to include your association’s information, please contact [membership@ngaus.org](mailto:membership@ngaus.org).

To view all NGAUS events for the year, visit the Year At-A-Glance page on the NGAUS website at [www.ngaus.org/states-territories/year-glance](http://www.ngaus.org/states-territories/year-glance).

We often send important update emails to state association leadership, to view all the important information we send out visit the State Association Leadership Updates website page on the NGAUS website at [www.ngaus.org/states-territories/state-association-leadership-updates](http://www.ngaus.org/states-territories/state-association-leadership-updates).

## State Association Directory

Please review your state’s information on the NGAUS website. This information is member facing and their resource to get in touch with you and your staff, go to your website and learn when and where your state’s conference will be held. If you need any changes made, please send those changes to [membership@ngaus.org](mailto:membership@ngaus.org).

[www.ngaus.org/states-territories/state-association-directory](http://www.ngaus.org/states-territories/state-association-directory)



# Training

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## NGAUS Database Training

If you have any questions about or would like one-on-one NGAUS database training please feel free to reach out to the membership department at [membership@ngaus.org](mailto:membership@ngaus.org) with any questions you may have regarding the database or the schedule document.

## Industry Day Workshop

Learn how industry plays a part in NGAUS's role on the hill and how to work with industry on resolutions. Visit [www.ngaus.org/events](http://www.ngaus.org/events) to learn more.

## Resolutions Training

The resolutions training at conference is a great opportunity for state association leadership - both new and experienced - to brush up on what actually goes on in the resolutions meetings and how the process has led us to these meetings. This training is held at the General Conference & Exhibition each year.

Resolutions educational videos are available on demand on the NGAUS website on the Resolutions Page at [www.ngaus.org/legislation/resolutions](http://www.ngaus.org/legislation/resolutions).

## Legislative Workshop

Learn about National Guard issues in Congress and the Department of Defense. Visit [www.ngaus.org/events](http://www.ngaus.org/events) to learn more.

# Yearly Checklist

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This list is highly recommended to complete each year, it can also help you and your staff keep on track with any NGAUS deadlines. Any documents or materials referenced can be found under State Association Resources on the NGAUS website.

## January

- Send National Guard strength report numbers to NGAUS
- Send conference dates and location to NGAUS
- Request NGAUS staff presenters for your conference
- Attend the National Guard Executive Directors Association conference
- Begin marketing for the NGAUS General Conference & Exhibition
- Submit Capitol Summit March registrations to NGAUS
- Review association information on the State Association Directory page on the NGAUS website, submit any changes to NGAUS

## February

- Explore the conference registration portal
- Distribute the conference registration form to your membership
- Submit nominations for the NGAUS Awards Program

## March

- The AFBA/NGAUS Active Life Membership Scholarship opens
- Enter members into the database and **all dues must be paid or postmarked** to NGAUS by March 31st to receive the early bird rebate
- Register attendees for the NGAUS conference (events are first come first serve and have limited attendance capacity)

## April

- Pay 25 cent member tax to NGAUS

## May

- Submit Capitol Summit July registrations to NGAUS
- Submit hotel information for all attendees into the conference into the conference portal

## June

- Enter members into the database and **all dues must be paid or postmarked** to NGAUS by June 30th to receive the second rebate
- Conference Delegates are Due by June 30th
- State-Approved Draft and Emergency Resolutions are Due to NGAUS
- The AFBA/NGAUS Active Life Membership Scholarship closes
- The Leonardo DRS Guardian Scholarship closes
- Submit your roll call of states video to NGAUS

## July

- State-Approved Emergency Resolutions are Due to NGAUS
- Reach out to NGAUS with questions about NGAUS conference distinguished guest accommodations
- Submit Capitol Summit October registrations to NGAUS
- The Van Hipp Heroes Scholarship closes

## August

- Make sure that membership dues are paid before attending the NGAUS conference
- Finalize voting delegates for the NGAUS conference
- Have resolutions representative review all submitted resolutions and ensure they are able to speak to each resolution submitted by your state

## September

- Attend the resolutions training at the General Conference & Exhibition

## October

- Begin obtaining memberships for the next year, **start a new dues batch for the next year**
- Register for the annual Industry Day
- Submit any NGAUS conference attendee cancellations due to orders to the conference host state contact
- Submit NGAUS conference advertising registration reimbursement form

## November

- Develop and implement a membership marketing plan for the upcoming year

## December

- Register for the annual Legislative Workshop
- Enter members into the database and **all dues for the current year must be paid or postmarked** to NGAUS by December 31st to receive the third rebate