

28TH FIELD ARTILLERY REGIMENT ASSOCIATION  
POLICY LETTER #12  
BOARD OF DIRECTORS INSTALLATION, OATH, AND CERTIFICATION

Proposed by 1<sup>st</sup> Vice President: 27 Aug 2023

Approved by Board of Directors: 30 Aug 23

President's Signature: \_\_\_\_\_

The purpose of this Policy Letter is to establish the method for the installation of the elected Board of Directors.

The Board of Directors will convene on the day prior to the beginning of the Association's reunion. At that time the Director of Elections will require each member to sign the Code of Conduct attached as Appendix 1. All paperwork will be retained on file by the Association's Adjutant for a minimum of 1 year after the member's term of service.

In the case of a reunion not being held in conjunction with an election these papers will be executed electronically.

At the General Membership Meeting the results of the election will be certified by the Director of Elections. The new Board of Directors will then take their Oath of Office in accordance with the procedure delineated in Appendix 2.

The Director of Elections will certify the results by signing the affidavit delineated at Appendix 3.

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APPENDIX 1  
CODE OF CONDUCT

All members of the Board of Directors will sign this document at the beginning of their term of office. This document will be kept on file and maintained for at least one year following the completion of their term of office. Any violation of this Oath of Office and Code of Conduct should be reported to the Board in writing.

As a member of the Board of Directors of the 28<sup>th</sup> Field Artillery Regiment Association I swear to:

Exercise the powers of the office and fulfill my responsibilities in good faith and best interests of the Association.

Exercise these responsibilities with due diligence, care, and skill in a prudent manner.

Respect and support the Association's constitution, by-laws, policies, and decisions of the Board and membership.

Keep confidential all information learned about donors, grantees, personnel, or any other matters specifically determined by a board motion to be matters of confidence including matters dealt with during in-camera meetings of the Board.

Conduct myself in the spirit of collegiality and respect for the collective decisions of the Board and immediately declare any personal (real or perceived) conflict of interest that come to my attention.

As a member of the Board of Directors, I commit to conducting myself in a manner that models high standards of accountability incumbent upon the members of a 501c(3) organization by:

Supporting the objectives of the Association.

Serving the overall best interest of the Association rather than any particular constituency.

Bringing credibility and good will of the Association.

Respecting the principles of fair play and due process.

Demonstrating respect for individuals in all areas related to cultural, diversity, linguistic, and life circumstances.

Giving respect and fair consideration to opposing views.

Demonstrating due diligence and dedication in preparation and attendance at meetings, special events, and all activities on behalf of the Association.

Ensuring that the financial affairs of the Association are conducted in a responsible and transparent manner with due respect for my fiduciary responsibilities and stewardship.

Avoiding real and perceived conflict of interest.

Conforming with the constitution, by-laws, and policies approved by the Board.

Publicly demonstrating acceptance, respect, and support for decisions legitimately taken in transaction of the Association's business.

Furthermore, as a member of the Board of Directors, I will not:

Criticize fellow Board Members or their opinions outside of the Board Room.

Use the organization or my position for my personal advantage or that of my friends, relatives, or associates.

Discuss the confidential proceedings of the Board outside of the Board Room.

Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues.

Interfere with the duties of the staff or undermine the authority of the member's ability to perform his/her duties, except as provided in the terms of reference for any standing committee on which I serve.

Speak for or on behalf of the Association unless specifically authorized to do so. This includes making statement on social media.

PRINT FULL NAME: \_\_\_\_\_

OFFICE: \_\_\_\_\_

TERM OF OFFICE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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APPENDIX 2  
OATH OF OFFICE

Please raise your right hand and repeat after me:

IN THE PRESENCE OF HONORED GUESTS/ AND THE MEMBERS HERE ASSEMBLED/  
I (STATE YOUR NAME)/ DO SOLEMNLY PROMISE AND PLEDGE/ THAT I WILL FAITHFULLY  
EXECUTE/ THE DUTIES OF OFFICE/ UPON WHICH I AM ABOUT TO ENTER/ FOR THE 28TH  
FIELD ARTILLERY REGIMENT ASSOCIATION/ TO THE BEST OF MY KNOWLEDGE AND  
ABILITY/ AND TO COMMIT MYSELF TO THE ASSOCIATION'S CONSTITUTION AND BY-  
LAWS/ AND TO CONDUCT MYSELF HONORABLY.

The the authority vested in me by the Association, I now proclaim you duly installed as members of the  
Board of Directors of the 28<sup>th</sup> Field Artillery Regiment Association.

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APPENDIX 3  
ELECTION CERTIFICATION

I hereby certify the results of the general election by simple majority of the members of the 28<sup>th</sup> Field Artillery Regiment Association on \_\_\_\_\_ to be as follows:

President: \_\_\_\_\_

1<sup>st</sup> Vice President: \_\_\_\_\_

2<sup>nd</sup> Vice President: \_\_\_\_\_

Adjutant: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Sergeant Major: \_\_\_\_\_

1<sup>st</sup> Enlisted Man: \_\_\_\_\_

2<sup>nd</sup> Enlisted Man: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ DIRECTOR OF ELECTIONS \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_