

MOAA CHAPTER AND SATELLITE OPERATIONAL MATRIX

Updated 15 March 2021

	Geographic Chapter	Satellite	Virtual Chapter
Affiliation	National MOAA	Host chapter	National MOAA
Chartering	Yes – National MOAA Board of Directors	No – recognized by MOAA president through a certificate or letter	Yes – National MOAA Board of Directors
Minimum members for new start	20	10 – a minimum of two satellite members must serve in satellite leadership positions.	10 – a minimum of two virtual chapter members must serve in leadership positions
National MOAA membership required	Yes	Yes	Yes
Membership in multiple chapters permitted	Yes	Yes	Yes
Bylaws	Yes – must have written bylaws	No – satellite must comply with chapter guidelines	Yes – must have written bylaws
Memorandum of Understanding/Standard Operation Procedures (MOU/SOP)	No, unless acting as a host chapter to a satellite	Yes –MOU/SOP with host chapter recommended. Dictates administrative matters, access to newsletter, dues collection, and finances.	No

National MOAA Visits	Yes	No – When a national MOAA representative visits the host chapter (three-year cycle), consideration will be given to visiting the satellite, if desired by the host chapter.	Yes
Committee Module Usage	Yes	No – the host chapter will report	Yes
Zip Code Areas	Yes	Yes – reported by host chapter	N/A
Chapter Locator Presence	Yes	Yes – both host chapter and satellite information may be presented on MOAA’s chapter locator, as desired by the host chapter.	Yes
Recruiting Assistance	Near Real Time Reports	Via host chapter	National assistance, as applicable
Levels of Excellence	Yes	No – only the host chapter. Satellite achievements/accomplishments are reportable by host chapter.	Yes
Communications Awards	Yes	No – only the host chapter. Satellite achievements/accomplishments are reportable by host chapter.	Yes
Strobridge Award	Yes	No	Yes
Surviving Spouse Liaison Award	Yes	No	Yes

Awards Certificate and Pins	Yes	Yes	Yes
Recruiting/Retention Incentive Awards	Yes	No – all recruiting and retention incentives are awarded to host chapter.	Yes
Virtual Meeting Stipend	No--service provided via Council	No--service provided via Council	Yes
Travel Stipend	No	No	No
Community Outreach Grants and Sponsorship Money	Yes	No – only the host chapter is eligible	Yes
ROTC/Junior ROTC	Yes	No – only the host chapter is eligible to participate in the JROTC/ROTC program. The satellite may execute on behalf of the host chapter, but only with approval.	No
Legislative Advocacy Mission	Yes – all legislative chairs/liaisons must be reported in CM	As determined by host chapter	Yes – as applicable depending on advocacy topic; coordinated with national and/or council leads
Electronic Funds Transfer (EFT)	Yes	No – only the host chapter may establish an EFT	Yes

Online Chapter Membership Dues	Yes	No – only the host chapter may establish an online chapter membership dues account.	No--Virtual Chapters may not charge dues
Symposiums and Workshops	Yes	Yes – All invitations will be sent to the host chapter. For those chapters with a designated satellite, one additional invitation will be extended for one satellite representative to attend the regional symposium and workshop.	Yes