

**LOCKHEED MARTIN ASSOCIATION OF RETIREES - FORT WORTH
(LMAR-FW)**

OPERATING PROCEDURES

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Approved by  President

Article I – Organization Name and Objectives

Section 1 - Organization Name

The name of this organization shall be Lockheed Martin Association of Retirees - Fort Worth (LMAR-FW).

Section 2 - Objectives

- A. To assist members in maintaining friendships and acquaintances established while employed by General Dynamics Corporation, Lockheed Martin Corporation, and/or the local Defense Contractor Management Agency (DCMA) or Defense Contractor Audit Agency (DCAA) by:
 - 1. Holding monthly General Membership Meetings and ROMEO (Retired Old Members Eating Out) breakfast meetings.
 - 2. Disseminating information to members to individually or collectively participate in and/or support LMAR-FW activities.
- B. To encourage members to maintain closer familiarity with new and on-going programs and achievements of Lockheed Martin Corporation.
- C. To engage in professional, social, community, or other non-political activities as may be approved by the members of the organization.
- D. To operate as a not-for-profit organization.

Article II – Membership

Section 1 - Eligibility

- A. Retired employees of General Dynamics Corporation, Lockheed Martin Corporation, and/or the local Defense Contractor Management Agency (DCMA) or Defense Contractor Audit Agency (DCAA) as well as former employees who have since retired shall be eligible for membership in this organization.
- B. Family of eligible members described in II.1A shall be eligible for membership in this organization.

Section 2 - Active Membership

- A. Active membership is contingent upon payment of annual dues. (Exceptions stated in Article III.)
- B. Membership year is from January 1 through December 31 of the current year.

Article III - Membership Dues

- A. Members of this organization may, at any of the General Membership Meetings, determine whether or not dues are deemed appropriate and, if so, the amount thereof.
- B. Membership dues are waived for new members for the first membership year. Members joining October 1 or later will receive free membership for the following year.
- C. Lifetime memberships are awarded to retiring Presidents upon completion of their term of office. Members with lifetime memberships are exempt from paying annual dues.
- D. The surviving spouse of an active (paid up) member shall have their membership dues waived for the following membership year.
- E. The surviving spouse of a lifetime member will be given a complimentary lifetime membership.

Article IV - Board of Directors, Officers, and Committee Chairs

Section 1 – Eligibility

Any member shall be eligible to hold any position provided for herein. (Exception: A Committee Chair may be a spouse or significant other of an active member.)

Section 2 – Board of Directors

- A. The organization shall have a Board of Directors consisting of ten (10) members, five (5) elected in even years, the remainder elected in odd years.
- B. Directors shall serve a two (2) year term and be eligible for re-election to serve additional terms.
- C. Election Process
 - 1. The President, at the September Board of Directors meeting, shall appoint a Board member to facilitate the annual Board of Directors election.
 - 2. The appointee, at the October Board of Directors meeting, shall present a list of potential nominees for the Board of Directors. The Board of Directors shall confirm a minimum of six (6) nominees for the Board of Directors election.
 - 3. The appointee, at the November General Membership Meeting, shall present the names of the nominees for the Board of Directors. From these nominees, new Board of Directors members shall be elected by ballots cast by members present at the meeting.

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4. The record of votes from the previous Board of Directors election shall be maintained by the appointee for two years and used to select a Board of Director member to fill a position vacated during the term.

D. Roles and Responsibilities

1. The Board of Directors shall elect the President, Vice-President, Secretary, and Treasurer each year, at the December Board of Directors meeting.
2. The Board of Directors shall accept nominations/self-nominations and approve Committee Chairs to serve an annual term, at the December Board of Directors meeting.
3. The Board of Directors, without further approval from the membership, may perform the following:
 - a. Approve meeting speakers and agendas.
 - b. Approve customary expenses in the normal conduct of business.
 - c. Approve annual operating budget for the organization.
 - d. Fill a vacated Board of Directors position.
4. The Board of Directors, in the event of any of the following, shall prepare a recommendation and submit it in the next LMAR-FW newsletter and at the following General Membership Meeting, for approval from membership:
 - a. Any increase in annual dues and the reasons necessitating such an increase.
 - b. Any expenditure in excess of \$1,000 that is not a customary expense in the normal course of business.
 - c. Any plan to re-name, disband, or terminate operation of this organization.

Section 3 - Officers

- A. The organization shall have a President, Vice-President, Secretary, and Treasurer.
- B. Officers shall be elected by the Board of Directors, at the December Board of Directors meeting.
- C. Officers shall serve a one (1) year term and be eligible for re-election to serve additional terms.
- D. In the event a vacancy occurs in the Presidency during the term for which elected, the Vice-President shall immediately and automatically assume the office of President.
- E. Vacancies in other elected offices shall be elected by the Board of Directors.

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Section 4 – Committee Chairs

Committee Chairs shall be nominated/self-nominated and approved by the Board of Directors, to serve an annual term, at the December Board of Directors meeting.

Article V - Meetings

Section 1 – General Membership Meetings

- A. General Membership Meetings shall be held on the third Tuesday of each month.
- B. The time and location shall be determined by the President and the Programs Chair and communicated in the LMAR-FW newsletter and on the LMAR-FW website.
- C. The date, time, and/or location of a General Membership Meeting may be changed or cancelled when, in the opinion of the President and the Programs Chair, such a change is appropriate and members are given notice of the change and reason(s) therefore.

Section 2 – ROMEO (Retired Old Members Eating Out) Breakfast Meetings

- A. ROMEO breakfast meetings shall be held the last Monday of each month, with the exception of December. There will be no meeting in December.
- B. The time and location shall be communicated in the LMAR-FW newsletter and on the LMAR-FW website.

Section 3 – Board of Directors Meetings

- A. Board of Directors meetings shall be held on the Monday immediately following the General Membership Meeting, unless otherwise noted in the LMAR-FW newsletter and on the LMAR-FW website.
- B. The time and location shall be determined by the President and communicated to the other Officers, Board of Directors members, and Committee Chairs.
- C. The President shall preside over the meeting. The Vice-President shall preside in the absence of the President. In case both are unable to attend, the President shall ask a second year Board Director to chair the meeting.
- D. Committee Chairs shall attend the Board of Directors meeting and provide committee reports.
- E. Voting members are the elected Officers and Board of Directors. A quorum is more than half of voting members.

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Article VI - Amendments

- A. Amendments to *LMAR-FW Operating Procedures* shall be approved by the Board of Directors, then presented to membership at the following General Membership Meeting for approval. At least two-thirds (2/3) of the members present at the General Membership Meeting voting “for” are required to approve the amended document.
- B. Amendments to *LMAR-FW Roles and Responsibilities of Officers and Committee Chairs* shall be approved by the Board of Directors.

Article VII - Miscellaneous

Section 1 - Meeting Conduct

Robert’s Rules of Order Newly Revised shall serve as a guide in conducting meetings of this organization.

Section 2 - Term of Office

The term year will be from January 1 through December 31 of the current year.

Section 3 - Financial Year

The fiscal year will be from January 1 through December 31 of the current year.

Section 4 – LMAR-FW Governing Documents

LMAR-FW Operating Procedures and *LMAR-FW Roles and Responsibilities of Officers and Committee Chairs* documents shall be reviewed bi-annually by the Officers, Board of Directors, and Committee Chairs and amended as needed.

Article VIII – Termination of the Organization

Section 1 – Determination to Terminate the Organization

- A. A vote by 75% of the Board of Directors is required to terminate the Organization for any reason.
- B. The vote may occur at a regular or special Board of Directors meeting.

Section 2 – Process of Termination

- A. After the vote by the Board of Directors, the membership will be notified with a full explanation of motives behind the decision. A final meeting will be scheduled in accordance with VIII.2F below. The meeting date and time will be included in the membership notification.

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- B. Any future expenditures must be approved by both the President and Treasurer.
- C. Board of Directors members or Committee Chairs have seven days after the vote to submit any bills or receipts to the Treasurer for reimbursement of previous expenditures.
- D. Any members who have paid membership dues for future years shall be reimbursed for those years.
- E. When all expenditures have cleared the checking and savings accounts, the President and Treasurer will appear together at the bank to close the accounts and receive the remaining cash.
- F. One final meeting will be called between 21 and 30 days after the vote in VIII.2A above. The purpose of this meeting is to:
 - 1. Auction any Organization assets (cash auction).
 - 2. Distribute all remaining cash.
 - 3. Cash will be equally divided between members in attendance and members providing a self-addressed stamped envelope. The self-addressed stamped envelope must be provided to the President or Treasurer no later than one business day prior to the meeting.
 - 4. Members currently in their free first year are not eligible for cash distribution.
 - 5. No expenditures will be reimbursed for this meeting.
 - 6. Photos and other historical items will be given to members in attendance or destroyed.
 - 7. Any assets not auctioned off at this meeting shall be donated or disposed of at the President's discretion.
 - 8. The President will direct the Website and Social Media Chairs to shut down the website and social media account.

Section 3 – Records Retention

Each Board of Directors member and Officer will be provided a copy of the last three years of financial data for their records.