

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX N

BRIGHTLIGHT COMMITTEE

I. GENERAL

- A. **PURPOSE.** This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Brightlight (BL) Committee.
 - B. **CONFORMITY.** This annex and all actions taken to implement its directives will conform with the bylaws of the SOA (as amended or dated later) and the Article of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date) and SOA SOP Annex C (Treasurer).
 - C. **COMPOSITION.** The committee will consist of a Chairman, appointed by the President and approved by the SOA Board of Directors (BOD), and at least two other members selected by the chairman and approved by the BOD within one month of their appointment of the chair. The chairman will advise BL committee members of their approval or disapproval by the SOA BOD. The chairman and members of the BL committee will be selected, retained and/or removed on an annual basis. BL committee members will be SOA general members in good standing.
- II. **EXPLANATION.** The Special Operations Association (SOA) is a fraternal organization composed of veterans of special operation missions for the United States and its allies. Realizing the importance of such fraternity, and the interaction amongst the members, the SOA desires to aid those members who cannot attend the annual Special Operations Association Reunion (SOAR) due to financial constraints.

III. DUTIES.

- A. According to Internal Revenue Code section 501(c)(19), one of the requirements for the Special Operations Association to be tax-exempt is that it must provide social and recreational activities for members as well as assisting disabled and needy war veterans and members of the United States Armed Forces and their dependents.
- B. Therefore, a fund, the Brightlight Fund, is established to provide financial assistance to members in good standing of the SOA to attend a SOAR, and is intended for members of the SOA who, due to various circumstances, cannot afford the expense of traveling to or participating in a SOAR.

IV. PROCEDURES.

- A. BL may fund some, or all, of the following, depending on requests and/or circumstances:
 - 1. SOAR registration paid for attendee and spouse. In the event that a member's caregiver is not a spouse, that person may be funded. A maximum of two people will be funded by any BL grant.
 - 2. Hotel room at the conference hotel for the days of and duration of the reunion. Hotel stays before or after the dates of the reunion are not funded by BL.
 - 3. Economy air fare to and from the reunion city, up to a maximum of five hundred dollars, or mileage reimbursement at twenty-five cents per mile, based on mileage statistics from Google maps or MapQuest or similar. The attendees shall submit their request for mileage reimbursement not later than thirty days after the end of the year's SOAR.
 - 4. Meals and miscellaneous expenses at seventy-five dollars per day of stay at SOAR, up to a maximum of three hundred dollars.
 - 5. Other expenses, such as attendance at memorial breakfasts or other events, will be approved for reimbursement on a case-by-case basis at the discretion of the BL committee. Entertainment events, such as shows or dinners, will not be

reimbursed, but the awardee may choose to use his miscellaneous expense money for that purpose.

- B. The candidate will submit a request for funds via e-mail to the BL committee chair. In cases when the candidates do not have access to email, requests may be submitted to any BL committee member by US mail.
- C. BL candidates will be General Members in good standing at the time of their request.
- D. BL requests will be accepted from the publication of the Pre-Reunion Package (PRP) through thirty (30) days prior to the year's SOAR. Requests must be made for each individual SOAR that a candidate wishes to attend. Requests will not be kept open and do not "roll over".
- E. BL requests may be accepted during a SOAR on an urgent basis. As a committee meeting may not be possible, such requests will be approved/disapproved by the BL chair.
- F. BL committee chair contact information will be published on the SOA website, the PRP, and the After-Action Report (AAR). BL policy and procedures will be published on the SOA web site in the form of this SOP Annex.
- G. The BL committee members and chair will determine the number of BL awards available to be funded and granted per cycle.
- H. BL chair confirms that the candidate is in good standing.
- I. BL committee approves award, if appropriate.
- J. SOAR Registration Committee is advised of name(s) and dates of attendance.
- K. Awardee is notified and makes his air arrangements (or advises the committee of his intention to drive).

- L. Awardee submits a copy of his proposed air itinerary with prices, if flying, to the BL chair. The BL chair forwards the itinerary to the SOA Treasurer for reimbursement by mail to the awardee. The reimbursement will be issued within a week of receipt by the Treasurer. In cases where the awardee may not have financial standing or a credit card needed to arrange his own transportation, the BL chair or designee will arrange the transportation and advise the awardee.
 - M. BL chair advises the Reunion Chairman of the room requirement. The room is reserved and the BL committee is advised. BL chair will forward the reservation information to the awardee.
 - N. SOA Treasurer sends the miscellaneous expense check (seventy-five dollars per day for meals and expenses) for each awardee to the BL chair via US mail. The awardee(s) will be given the check at the reunion.
 - O. BL chair will advise the appropriate SOAR committee chair of any events that the BL committee has determined should be included in the grant (memorial breakfasts or other events).
 - P. The SOA treasurer will advise the SOA Board of Directors at the current year's BOD meeting of BL funds expended for that year and the amount remaining in the account.
- V. EFFECTIVE DATE. This annex becomes effective upon approval of the BOD as evidenced by the dated signature of the Vice President.



Michael Taylor
Vice President

Date: October 23, 2018