CAPE FEAR CHAPTER
MILITARY OFFICERS ASSOCIATION *of* AMERICA
P.O Box 53621, Fayetteville, NC 28305

February 3, 2026

CFC POLICY MEMORANDUM
NUMBER 15-3

Robert F. DeMeter Chapter Service Award

1. **General.** The Cape Fear Chapter's Robert F. DeMeter Award was established in 1998 in memory of the late LTC (Ret) Robert F. DeMeter, USMC, a former Chapter President (1989), to annually recognize a chapter member for outstanding service to the chapter. The award is the most prestigious award the Chapter can bestow upon one of its members.

2. **Purpose.** To establish policy, delineate responsibilities, and prescribe procedures for the award and presentation of the Robert F. DeMeter Chapter Service Award.

3. **Responsibilities.**

   a. The Secretary will serve as principal action officer for the overall administration of the Robert F. DeMeter Chapter Service Award program.

   b. The Board of Directors will review all nominations for the award and will submit their recommendation to the Chapter President for final approval.

   c. The Chapter President will act as the final approving authority for the award.

4. **Criteria and Eligibility.**

   a. The act or service for which nominated must be extraordinarily outstanding and way above and beyond anything expected of a chapter member, the result being a long-lasting positive and significant impact on the chapter's mission accomplishment.

   b. To be eligible for the award, a nominee must be a regular member or a surviving spouse in good standing. Spouses of regular members in good standing are also eligible.

   c. Previous recipients of the Robert F. DeMeter Chapter Service Award are ineligible for subsequent awards. The award is meant to be conferred only once to any given individual member. Exceptions to this policy may only be considered for extraordinary circumstances and must be approved by a unanimous vote of the Board of Directors.

5. Procedures.

a. The Secretary will solicit from the general membership nominations for the award during the first week of January each year. Solicitations will be announced in the chapter's website, newsletter and chapter-wide email.

b. All nominations must be in writing and may be submitted by regular or electronic mail so as to reach the Secretary NLT the last day of February.

c. The Secretary will collate all nominations and present them to the Board of Directors for review at the March Board of Directors meeting. Upon their review, the Board of Directors will make their recommendation to the President for final approval.

d. Upon final approval the Secretary will notify the recipient of the selection and insure his/her availability at the presentation ceremony to be held at the chapter's annual Awards and Recognition Luncheon later that month. The Secretary need retrieve the trophy from the previous year's recipient, have it engraved with the new recipient's name, and have it available for the presentation ceremony.

6. Presentation.

a. The Robert F. DeMeter Chapter Service Award will be formally presented by the Chapter President at the chapter's annual Awards and Recognition Luncheon in March of each year.

b. The award consists of a rotating trophy engraved with the recipient's name and an award certificate. The award recipient will retain the trophy for one year.

c. Traditionally the previous year recipient of the award hands-off the trophy to the new recipient at the ceremony.

7. Publicity. The award of the Robert F. DeMeter Chapter Service Award will be publicized in the chapter newsletter, chapter website, and all chapter social media platforms.

AUTHENTICATION:

/original signed/
STEVEN C. CAGE
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Secretary