



**Chapter 649**

**Bylaws**

**Special Rules of Order**

**Standing Rules**

**Adopted \_\_\_\_\_, 2008**

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## Bylaws

### Article I Purposes

The purposes of the Chapter are those prescribed by the Constitution of Vietnam Veterans of America Incorporated (hereinafter referred to as the Constitution) and those prescribed by the Articles of Incorporation.

### Article II Official Name, Mailing Address and Meeting Place

**The official Chapter Name is:** Vietnam Veterans of America, Inc. Clermont County Chapter 649.

**The official Mailing Address of the Chapter is:** PO Box 426, Batavia, Ohio 45103.

**The Official Meeting Place is:** Union Township Civic Center 4350, Aicholtz Rd., Cincinnati, Ohio 45245.

### Article III Members

1. **Membership.** The requirements for membership shall be the same as the requirements for membership in the Vietnam Veterans of America Incorporated
2. **Dues.** The Chapter may charge dues for membership in the chapter, and may set rules and guidelines for the waiver of chapter dues in situations deemed appropriate.
3. **Proof of Service.** A DD-214 or other proof of service shall be requested from all new members, reviewed and approved by the Membership Affairs Chairman.

### Article IV Officers

1. **The officers of the Chapter Shall be:** President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer.
2. **Duties.** The officers shall perform the duties prescribed by the Constitution and by these bylaws.

Article V  
Meetings

1. **Regular Meetings.** The regular meetings of the Chapter shall be held on the second Thursday of each month unless that date occurs during a holiday, in which case the meeting shall be held on the first Thursday.
2. **Annual Meeting.** The regular meeting on the second Thursday in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.
3. **Special Meetings.** Special meetings may be called as prescribed by The Constitution.
4. **Quorum.** Twenty members of the Chapter shall constitute a quorum.

Article VI  
Board of Directors

1. **Board Composition.** The officers of the Chapter, the Directors and the Most-Recent Past President shall constitute the Board of Directors.
2. **Board's Duties and Powers.** The duties and powers of the Board Shall be those prescribed by the Constitution and these bylaws.

Article VII  
Committees

1. **Standing Committees:** The president may establish the following standing committees and may establish such other special committees as needed:
  - A. Membership Affairs Committee,
  - B. Public Affairs Committee,
  - C. Government Affairs Committee,
  - D. Veterans Affairs Committee,
  - E. Minority Affairs Committee,
  - F. Constitution Committee,
  - G. Veterans Benefits Committee,
  - H. Finance Committee,
  - I. Household Goods Committee,
  - J. Web Page Committee,
  - K. Memorial Committee,
  
2. **Financial Review Committee:** Each February the Board of Directors shall appoint a Financial Review Committee consisting of three members, two of whom shall be Directors. The committee shall audit all records of the preceding fiscal year and report to the membership no later than the regular meeting in March

Article VIII  
Annual Events and Budget

1. **Events:** The Annual Calendar of Events shall be:
  - A. Prepared by the Board no later than January of each year;
  - B. Presented to membership for approval at the regular January meeting by a majority vote.
  
2. **Budget:** The Annual Budget shall be:
  - A. Prepared by the Board no later than May of each year; and
  - B. Presented to the membership for approval at the regular meeting in May by a majority vote.
  
3. **Amendment:** The Calendar of Events and the Annual Budget may be amended at any Chapter or Board meeting by majority vote.

Article IX  
Financial Controls

1. Allocation of proceeds from fund raising activities shall be determined by the Board of Directors unless otherwise specified at any Chapter meeting by a majority vote with notice given at the previous meeting.
2. **Expense Authorization:** Expenses may be authorized in the following ways:
  - A. As part of the annual budget
  - B. At any Chapter meeting by a majority vote if under \$100.
  - C. If over \$100, funds for non-recurring expenses shall be disbursed with approval at any Chapter meeting by a majority vote and with approval of the Finance Committee.
3. **Authorized Signatures:** The following people shall be authorized to sign checks: The Treasurer, Assistant Treasurer, President, a Vice President and anyone authorized by the Board of Directors. All checks issued must be signed by at least two of the authorized signers
4. **Financial Report:** The Treasurer or Assistant Treasurer shall submit a financial report at regular meetings and as directed by the Board of Directors.

Article X  
Nominations and Elections

1. **Nomination Committee:** The Nominating Committee shall:
  - A. Nominate a candidate for each office to be filled at the Annual Meeting
  - B. Report at the regular meeting in March
  - C. Accept nominations from the floor after reporting
  - D. Serves as Tellers at the Annual Elections, and
  - E. Resolve election disputes
2. **Elections:** The officers, five directors, three members of the Nominating Committee, and State Delegates shall be elected by ballot, and their term of office shall began at the close of the Annual Meeting.
3. **Terms of Office:** The Officers, Directors, Nominating Committee shall serve for one (1) year or until their successors are elected and has qualified. State Delegates shall be elected for a term of two (2) years at the Annual meeting occurring in each even- numbered year until their successors are elected and has qualified.
4. **Single Nominee:** In the event there is only one nominee for any position, the Secretary may cast one ballot for the Chapter.
5. **No Election:** In the event there is no election for any office, the name of the member receiving the lowest number of votes shall be removed from the ballot and the ballot recast.
6. **In the event of a tie, the decision will be decided by a coin toss.**

Article XI  
Amendment of Bylaws

1. **Amendment:** These bylaws may be amended at any chapter meeting by a two-thirds vote with thirty days notice given to the Membership.
2. **Review:** Amendment shall be presented to the Constitution Committee, written and reviewed by the Committee and presented to the Board of Directors at the next Board meeting for final review.

**END BYLAWS ADOPTED \_\_\_\_\_,**  
**2008**

## Rules of Order

1. Call to order
2. Opening Ceremonies
3. Roll Call
4. Welcome First Time Guest and Attendees
5. Reading and Approval of Minutes
6. Guest Speakers
7. Report of Officers, Liaison and Standing Committees
8. Report of Special Committees
9. Special Orders
10. Unfinished Business
11. New Business
12. Good of the Chapter
13. Closing Ceremonies
14. Adjourn

End of Rules of Order

### Standing Rules

1. No member or other person shall be authorized to use or remove property of the Chapter for any reason except to conduct legally adopted business of the Chapter for which they are authorized. Adopted \_\_\_\_\_, 2008
2. No smoking inside the meeting room during meeting. Adopted \_\_\_\_\_, 2008
3. Request to deliver get-well cards, sympathy cards, flowers or to deliver an Appropriate Book (Bible) from the Ambassador Book Store to the family of a deceased member shall be directed to the AVVA Liaison to arrange delivery. Adopted \_\_\_\_\_, 2008
4. The regular meetings shall start at 7:30 P.M. Adopted \_\_\_\_\_, 2008
5. Board meetings shall adjourn no later than 9:00 P.M. Adopted \_\_\_\_\_, 2008

End Standing Rules

## Some of the Chapter Annual Events

1. Annual meeting
2. Golf Outing
3. Spring Dance
4. Memorial Day Event
5. DE DE to KOKOMO
6. Pumpkin Run
7. Veterans Day
8. Christmas Party
9. OIF OEF Event
- 10.
- 11.
- 12.
- 13.
- 14.