

Chapter 528 Bylaws

Article I

Name: The name of the organization is Vietnam Veterans of America Chapter 528.

Article II

Purpose:

The purposes of the Chapter are those prescribed by the Articles of Incorporation and by the Constitution of the Vietnam Veterans of America Incorporated.

Article III

Members:

The requirements for membership are the same as the requirements in the Vietnam Veterans of America Incorporated. That is, candidates must have served on active duty in the U. S. military (for other than training purposes) between Feb.28, 1961 - May 7, 1975 (in-country), or between August 5, 1964 - May 7,1975 for Vietnam-era veterans.

Article IV

Officers:

- 1. The officers of the Chapter shall be a President, a 1st Vice- President, 2nd Vice-President, a Secretary, a Treasurer, and eight Directors.**
- 2. Office Holding Limitations. No member shall hold more than one elected office at a time, and to be eligible to hold an elected position a member must be "in good standing" for a minimum of 12 months prior to accepting a nomination.**

Article V

Meetings:

- 1. Regular Meetings. The regular meetings of the Chapter shall be held on the second Monday of each month at 7:00 PM.**
- 2. Quorum. Quorum for Regular Meetings shall constitute 10% of chapter membership and 25% for the Annual Meeting. [Constitution of Vietnam Veterans of America Incorporated Article IV, Para F).**

Article VI

Board of Directors

- 1. Board Composition. The officers including the eight directors shall constitute the Board of Directors. The eight directors shall serve for a term of two years or until their successors are elected.**
- 2. Board's Duties and Powers. The duties and powers of the board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated.**

3. **Board Meetings.** The regular meetings of the Board shall be held on the fourth Tuesday of each month unless waived by majority vote of the BOD.

Article VII

Committees

1. **Nominating Committee.** The Nominating Committee shall consist off our members who shall serve for a term of one year or until their successors are elected.
2. **Membership Committee.** The Membership Committee shall insure that all members and /or prospective members had served on active duty in the U. S. military (for other than training purposes) between Feb.28, 1961 - May 7, 1975 (in-country), or between August 5, 1964 - May 7,1975 for Vietnam-era veterans.
3. **Finance Committee.** The Finance Committee shall provide oversight of the financial activities of the Chapter, and shall recommend policies on financial matters, to include, but not limited to, assisting and consulting with the Treasurer on all financial planning, budgeting, reporting and other related matters. The Finance Committee will also be responsible to perform an audit of the Chapter's finances once each year sometime after the end of the 1st quarter of the current year and must present the results at the June, Board of Directors Meeting. The Finance Committee then has until July 15 to submit its Financial Report to both the National and the Michigan State Council.
4. **Ex-Officio Member.** The President shall be ex officio a member of all committees except the Nominating Committee.

Article VIII

Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Chapter may adopt.

Article IX

Amendments of Bylaws

These bylaws may be amended at any regular meeting of the Chapter by a two thirds vote, provided that the amendment has been submitted in writing at the previous meeting.

Chapter 528 Special Rules of Order

1. Order of business:

- a. Call to order
- b. Opening ceremonies
- c. Roll call
- d. Reading and approval of the minutes
- e. Reports of officers and standing committees
- f. Reports of special committees
- g. Special orders
- h. Unfinished business, and General orders
- i. New business
- j. Good of the chapter
- k. Adjourn

2. These Special Rules of Order may be suspended for a single specific reason by a two-thirds vote of the attending membership.

End Special Rules of Order

Chapter 528 Standing Rules

1. Amendments

Aug. 9, 2011

2. Policy Letters

a. Funeral Policy	Rev. 02	Aug. 9, 2011
b. Travel Policy	Rev. 03	Aug. 9, 2011
c. Member Relief Guidelines	Rev. 01	Aug. 9, 2011
d. Motion Request Form	Rev. 02	Aug. 9, 2011
e. Donation / Sponsorship Letter	Rev. 01	Mar. 14, 2011
f. Sponsor/Donation Request Form	Rev. 02	Aug. 9, 2011
g. Project Request Policy	Rev. 02	Aug. 9, 2011

3. Forms

a. Fundraising Information	Rev. 02	Aug. 9, 2011
b. Fundraising Proposal Form	Rev. 02	Aug. 9, 2011
c. Fundraising Project Status Report	Rev. 02	Aug. 9, 2011
d. Fundraising Reconciliation Report	Rev. 02	Aug. 9, 2011

End Standing Rules

Proposed By-Laws Comment Sheet

Author: _____ **E-Mail or Phone #:** _____

INSTRUCTIONS: Suggested revision(s) to the proposed VVA 528 By-Laws will only be accepted using this form. When you have completed this form send/submit form to me as an attachment to, jagius1@yahoo.com, mail to my home, 44750 Tillotson Dr., Canton 48187-1744 or give it to Gary "Bear" Kubik at the Post.

I will need your responses **NO LATER THAN January 8th** as we would like to get them voted on by the membership during the January 9th membership meeting. Any comments received after that date will not be accepted. Our feeling is that all we need to do is get this previously approved but summarized By-Laws approved as soon as possible.

The purpose of this summary is to simplify our abbreviated, approved By-Laws for the membership. If one needs more detail, they can research our newly approved By-Laws that have more detail. This summary will assist in the operation of our Chapter business, ensure that the National Constitution is adhered to and help speed up our meetings while ensuring a proper discussion of chapter business. Thank you for your understanding and your cooperation.

Identify area of concern: **Section:** _____ **Part:** _____ **or Paragraph:** _____

Comment: _____

Identify area of concern: **Section:** _____ **Part:** _____ **or Paragraph:** _____

Comment: _____

Identify area of concern: **Section:** _____ **Part:** _____ **or Paragraph:** _____

Comment: _____

Identify area of concern: **Section:** _____ **Part:** _____ **or Paragraph:** _____

Comment: _____

