

Chapter Name

82nd Airborne Division Association, INC.

By-Laws

ARTICLE I – Name

Section 1 – The name of the organization shall be _____ (Chapter Name), 82nd Airborne Division Association, Inc (thereafter referred to as “the Chapter.” The Chapter is located in _____ (City, State).

Article II – Objectives

Section 1 – To establish an organization that will further develop the common bond existing between all who served with the 82nd Airborne Division and other Airborne units.

Section 2 – To perpetuate the memory of Airborne Troopers who have died in the service of their country.

Section 3 – To be of assistance and service in matters pertaining to Veterans’ benefits.

Section 4 – To help maintain the high standards and morals of the Airborne Trooper

Article III – Membership

Section 1 – Memberships in the Chapter shall be as outlined in the 82nd Airborne Division Association, Inc. By-Laws and Section 2 Below.

Section 2 – Chapter Honorary membership: and person not eligible for membership as outlined in section 1, who has fostered the Airborne ideals on a National or local scale or who has contributed to the success and/or well-being of the chapter may be elected an Honorary member of the Chapter by a two-thirds (2/3) vote of the members present at a duly constituted Chapter meeting. Any member of the Chapter may propose a candidate for Honorary membership by written recommendation to the Chapter Secretary outlining detailed qualifications of the candidate. No candidate may be granted Honorary membership without vote of the Chapter; nor may the memberships be granted earlier than the next meeting following the vote. The Chapter Secretary shall notify the membership of the proposal and the candidate's qualifications. Any Chapter Honorary membership may be withdrawn by a two-thirds (2/3) vote of the members at a duly constituted Chapter meeting.

Section 3 – A member in good standing shall be defined as having paid membership dues. (See Section 6)

Section 4 – All chapter members in good standing shall be entitled to one (1) vote in person on each matter submitted to the vote of the membership. (An Honorary Member has no vote)

Section 5 – The dues for chapter members shall be determined by the Executive Committee for each fiscal year. (January 1 to December 31).

Article IV – Power of Administration

Section 1 – The general membership shall be the highest authority in the Chapter and shall have jurisdiction over all chapter matters.

Section 2 – Between Chapter meetings, the highest authority shall be the Executive Committee.

Section 3 – Between Chapter meetings and/or Executive Committee meetings, the administrative authority of the Chapter shall be vested in the Chairman, subject to the approval of the chapter membership.

Section 4 – The Executive Committee shall have the authority to make decisions subject to the approval of the membership on all matters of importance.

Section 5 – The Chapter shall not conduct itself in any matter that will be contrary to the guidelines set forth in the Bylaws of the 82d Airborne Division Association, Inc.

Article V – Officers and Elections

Section 1 – The Chapter officers shall consist of nine (9) members: CHAIRMAN, VICE-CHAIRMAN, SECRETARY, TREASURER, (3) TRUSTEES, SERGEANT-AT-ARMS, AND JUDGE ADVOCATE, and shall comprise the Chapter's Executive Committee. The Judge Advocate shall be the immediate past chairman and shall sit with the Executive Committee without vote.

Section 2 – The term of office for all elected officers shall be for a period of one (1) year, such term to begin January 1 and end December 31.

Section 3 – Nominations and elections shall be held in the Fall. Installation of officers may occur any time after the elections with the effective date of January 1, all members in good standing must be notified of the nomination and/or election meetings via newsletter, personal letter, telephone, or e-mail a minimum of thirty (30) days in advance. (See Article VI Section 3B)

Section 4 – In order to be elected a candidate must receive the plurality of votes cast.

Section 5 – Anyone nominated for any office must be present at the meeting and be a member in good standing of the Chapter. (See ARTICLE III, Section 3). If anyone wishing to run for office cannot be present at the nomination meeting, a written notice may be sent to the Chapter Secretary stating the member's consent to have name placed in nomination.

Section 6 – Any member elected to office must remain an officer in good standing during the term of office; therefore, an officer in good standing must meet the following criteria:

- a. Be a member in good standing (Article III, Section 3).
- b. Must not be absent from any meeting without prior consent of the Chairman.
- c. May not be absent from more than three (3) Chapter and/or Executive Committee meeting during the term of office for any reason.
- d. Failure to adhere to section 6C may automatically result in removal from office. (See Article IX)

Article VI – Duties of the Officers

Section 1 – The Chairman shall:

- a. Make a complete annual report of the condition of the Chapter.
- b. Be responsible for the affairs of the Chapter between meeting of the Executive Committee.
- c. Be an ex-officio member of all committees and shall report the inefficiency of any committee to the chapter members.
- d. Be responsible to the chapter officers for the administration of the Chapter, according to these Bylaws, and decision of the chapter members.

- e. Receive a copy of the minutes of Chapter meetings from the Secretary and a copy of the financial report from the Treasurer.
- f. Preside at all Executive Committee and Chapter meetings.

Section 2 – The Vice-Chairman shall

- a. Assist the Chairman in the discharge of duties.
- b. Perform the duties of the Chairman in his/her absence.

Section 3 – The Secretary shall

- a. Keep accurate record of the proceedings of the Executive Committee and Chapter Meetings.
- b. Ensure proper notification is given to all chapter officers and members as to the Time, Place, and Date of all regular and special meetings in sufficient time to warrant attendance.
- c. Ensure that all motions, resolutions, adopted communication etc. are properly recorded in the minutes of the meetings.
- d. Provide the Chairman with a copy of the Chapter meeting minutes within fifteen (15) days of such meetings.
- e. Maintain files which include copies of Executive Committee and Chapter meetings.
- f. Maintain a continuity file (By-Laws, National and Chapter, Educational Fund), Convention SOP, Awards SOP, Communications & Public Relations SOP, Appendix F (Educational Fund), bulletins (National and Chapter), minutes of meetings, etc., annual events/activities after action reports, etc.)

Section 4 – The Treasurer shall:

- a. Have charge of and be responsible for all funds and securities of the Chapter; receive and give receipts for monies and dues payable to the Association from any source whatsoever, and deposit all such moneys in the name of the Chapter in such banks, trust companies, or other depositories as shall be designated from time to time by chapter members.
- b. Provide financial reports at general membership meetings.
- c. Submit a reconciled financial report to the trustees for presentation to the general membership.
- d. Complete and submit the Chapter's Annual Financial Statement, as required by the National Office, prior to the suspense date established by the Association's Executive Director.
- e. Responsible to initiate drafts for chapter accounts for the purpose of paying, legitimate bills/debts incurred by the chapter.
- f. All drafts in excess of \$999,99 from chapter accounts require two signatures (required by Association Insurance). The treasurer and that of the Chairman.

Section 5 – The Judge Advocate shall:

- a. Be the immediate past chairman of the Chapter.
- b. Be charged with the duties of interpreting the Chapter By-laws and give any question of a legal nature which may arise during all meetings.

Section 6 – The Trustees shall:

- a. Review and reconcile the financial books twice a year at minimum.

- b. Perform other duties as may be directed to the Chairman.

Section 7 – The Sergeant at Arms shall:

- a. Assist in preserving order as the Chairman may direct.
- b. Verify voting eligibility at elections.
- c. Perform other duties as may be directed to the Chairman.

Section 8 – The Executive Committee shall:

- a. Have general charge of the affairs of the Chapter and shall have full power to carry out the by-laws.
- b. Meet prior to the general membership meetings.
- c. Provide the Chairman with all necessary reports and records that are required of the respective offices/positions for presentation to the general membership and/or the executive committee meetings in the event of the officers' absence.

Article VII – Meetings and Agendas

Section 1 – Chapter general membership meetings shall be held (monthly-bimonthly-quarterly-whatever is applicable) at a time and place prescribed by the Executive Committee.

Section 2 – A special general membership or executive committee meeting may be called at the discretion of the Chapter Chairman; or at the request of the Executive Committee. Any such meeting to be legal only if a quorum is present.

Section 3 – Quorum:

- a. Executive Committee Meeting. A majority of the Executive Committee is present, provided all nine (9) members have been properly and timely notified of the proposed meeting.
- b. General Membership Meeting. Any number of members present, provided a majority of the Executive Committee is present. The membership and the Executive Committee nine (9) members must be properly notified in a timely manner of the proposed meeting.

Section 4 – The agenda/order of business at all general membership meetings shall be:

- a. Opening Prayer and Pledge of Allegiance
- b. Roll Call of Officers
- c. Reading of minutes of previous meeting(s)
- d. Secretary's Report
- e. Treasurer's Report
- f. Committee Reports
- g. Chairman's Report
- h. Old Business
- i. Report from Auxiliary (if applicable)
- j. New Business
- k. Adjournment

Article VIII – Committee/Position Appointments

Section 1 – By-laws/Resolutions Committee

- a. Will be composed of three (3) members, appointed by the Chairman.
- b. The committee shall accept proposed changes to the By-laws review the proposed change(s) for presentation to the Executive Committee with recommendation. Proposed change(s) by the committee to the general membership for approval and adoption.
- c. The committee will gather information from the chapter members and formulate such information into resolution format (as applicable) for submission to the National Office, after approval by the Chapter general membership.

Section 2 – Positions (appointed by the Chairman, as needed)

- a. Chaplain
- b. Chapter Historian
- c. Chapter Reporter
- d. Chapter Photographer

Article IX – Removal of Officers/Members

Section 1 – Removal of Officers/Members

- a. Any officer not in good standing (ARTICLE V, Section 6) is subject to removal from office.
- b. Any officers may be subject to removal from office for failure to comply with ARTICLE VI "Duties of the Officers".
- c. Any members may be suspended or expelled for conduct unbecoming that of a member of the 82d Airborne Division Association and/or this chapter.

Section 2 – Procedure of Removal:

- a. Written notice of the allegations/charges and the time and place for a meeting of the membership when such allegations/ changes are to be considered/discussed and action taken, shall be mailed to the address of the officer/member, as listed in the chapter records no less than fourteen (14) days prior to scheduled meeting.
- b. The officer/member shall be given opportunity to present defense, and shall have the right to appeal, one time, to the general membership at the next scheduled general membership meeting. Any suspension will remain in effect until after the appeal is completed.
- c. A two-thirds (2/3) vote of the members present is required for removal or suspension; likewise, a two-thirds (2/3) vote is required to uphold an appeal.
- d. The Chapter will notify the Association Executive Director upon completion of all hearings and appeals that result in the removal of a member from the chapter.

Article X – Convention

Section 1 – National Director: In accordance with 82d Airborne Division Association Inc. Bylaws. ARTICLE V, Section 4, the Chapter may elect one (1) chapter member and one (1) alternate as a candidate for National Director.

Section 2 – Chapter Delegate(s)

- a. In accordance with 82d Airborne Division Association Inc. Bylaws ARTICLE IV, the Chapter Chairman (or designated representative) will be the Chapter's delegate and represent the Chapter at the Annual Convention.

- b. The Chapter may select one (1) additional member to be a delegate. The Chapter Chairman (or designated representative) will serve as the chief delegate.
- c. Delegate(s) convention registration fee(s) will be paid for by the Chapter.
- d. Delegate(s) shall be certified to the Executive Director and convention registration fee(s) paid by the date specified by the Executive Director in the National Bulletin prior to the next convention' date.

Article XI – Miscellaneous

Section 1 – Floral Displays/Memorials

- a. The Chapter shall provide a floral display or a memorial donation upon notice of the death of a chapter member; or, chapter member's immediate family.
- b. Chapter member's immediate family is defined as the member's spouse, mother, father and children.
- c. The Chapter shall provide a floral display to members upon notification of hospitalization of the members and/or member's spouse

Section 2 – Turnover records and files by Officers: Unless any officer or member is re-elected to the same office or reappointed to the same committee Chair or position; all files and records of said elected office; appointed committee chair or position will be turned over to the successor not later than 10 January of the new term.

Section 3 – Chapter Demise: In the event the Chapter ceases to function after successful operation, due to lack of interest of Chapter members, all property, revenue and records will be handled over to the Executive Director of the Association for safe keeping. All property and records will be stored for future use. All Chapter funds will be deposited in the Association general fund.

Article XII – Amendments

Section 1 – These By-laws may be amended or replaced, and new by-laws be adopted at any meeting of the Executive Committee or the Chapter general membership, by a three-fourths (3/4) vote of the Executive Committee; provided any such amendment is ratified by a two-thirds (2/3) vote of the members present at a duly called and constituted meeting.

No action may be taken unless:

- a. The proposed amendment(s) have been sent to the Chapter By-Laws Committee.
- b. The By-laws Committee presented properly worded amendment(s) to the Executive Committee.
- c. Chapter members received copies of proposed amendment(s) prior to the general membership meeting selected to present amendment(s) for ratification.

These By-laws were approved by the General Membership at a duly constituted chapter meeting on _____(Date).

Chapter Chairman

Secretary