

March 2010

Chapter 9 By-Laws

The purpose of this document is to outline the general guidelines for the Chapter's Officers, and Members.

Table of Contents

- Section 1 Purpose of the Chapter (Mission Statement)
- Section 2 Membership Types and Qualifications
- Section 3 General
- Section 4 Officer's Duties and Responsibilities
- Section 5 Governing Rules

* Guidelines from National.



Section 1:

Purpose of Chapter 9:

To help sustain and improve the common bonds existing between all service members who have been assigned, attached to, or currently assigned to the 173d Airborne Brigade (Sky Soldiers).

To maintain contact with and to help, as practicable, Sky Soldiers who are seriously disabled as a result of military service in the Armed Forces of the United States.

To assist Sky Soldiers in Veterans Affairs matters.

To honor and perpetuate the memory of Sky Soldiers who died in the service of the United States.

To help to shield graves of Sky Soldiers from neglect.

To enhance the image of the Brigade, through community involvement, acts of charity, personal pride, and word of mouth.

To render acts of charity and service; provided, these acts are consistent with Chapter 9's bylaws, and with the bylaws of the Association of the 173d Brigade, Incorporated.

To give priority effort to tasks within the geographical areas in which Chapter 9's members reside.

Section 2:

Membership:

Types and Qualifications

Membership in The Chapter shall consist of three (3) groups: Regular, Associate, and Honorary Members.

A. Regular Members

1. Any person, who has been assigned, attached or is currently assigned to and honorably served with The Brigade, shall be eligible for Regular Membership.
2. Any applicant for Regular Membership shall first file with the Secretary an Application for Membership, or such forms as shall be prescribed by the Chapter, accompanied by payment in full of initiation fees and dues in US money current. Such applicant shall become a Regular Member on approval of the Application by the Secretary.
3. * No applicant, having made proper application and possessing the foregoing qualifications, shall be denied membership in The Association, provided however, that the Board of Directors may, at its discretion, refuse membership to any applicant who at any time during or since his service in The Brigade has been guilty of conduct unbecoming a Sky Soldier.
4. * The Board of Directors may, at its discretion, elect any person to Regular Membership who was assigned to and honorably served with the 173d Infantry Brigade prior to its designation as the 173d Airborne Brigade.

B. Associate Members

1. Spouses of deceased former members of the Association.
2. Gold Star Members

(Any family member of a former member of The Brigade who was performing military duty and was killed while on active duty is eligible for Gold Star Membership Dues of Gold Star Members to be commensurate with regular members).

Any applicant for Gold Star Membership shall first file with the Secretary an Application for Membership. The applicant will

become a Gold Star Member upon documentation of their relationship to the KIA Sky Soldier/Allied Service member.

3. Veteran Members:

Any Person who served honorably with the United States or its' Allied Forces shall be eligible for Associate Member in The Association/Chapter upon application for Associate Membership.

4. Gold Star Parents / Spouses shall be eligible for Life membership.

C. Honorary Member:

Any person whose activities have fostered the Airborne spirit, or has provided note worthy service to the Chapter or Brigade. The Chapter may elect an honorary member. No dues are required for Honorary Membership.

Dues and Initiation Fees (National)

- A. * The Association, Board of Directors shall from time to time fix Initiation Fees and Dues from all members, except that Life and Honorary Members are exempt from paying Dues.
- B. All Sky Soldiers awarded the Medal of Honor and Allied Service members awarded their nation's highest decoration for Valor, and shall be Life Members.
- C. All Regular Members and Gold Star Parents / Spouse who pay the Life Membership Fee shall be Life Members.
- D. Annual Dues are due January 1 of each year.
- E. A portion of yearly dues, which are received from those members belonging to a Chapter, shall be forwarded to the Treasurer of the Executive Committee.
- F. * The Association President, or his designee, will be the only person of The Association authorized to issue a membership card.

* Termination of Membership

The name of any member may be made an inactive member from the membership rolls by: 1) upon written resignation or, 2) upon direction by the Association Board of Directors based upon non-payment of dues or assessments, or for any reason that would warrant refusal of membership to an applicant.

* Appeal of Membership Denial or Revocation

Any person removed other than by a written resignation shall have the right of appeal to the Membership Appeals Committee and shall be informed of that right and the means to exercise it at the time the decision is made to deny or revoke membership.

Meetings:

Membership meetings are conducted 5 times annually, or as deemed necessary by the Chapter President. Meeting locations will be within the geographical area of the chapter as deemed fit by the Chapter President.

Regular Members in good standing are allowed one vote on all Chapter business.

Order of Business

Call to order
A moment of silence for those that have passed
Pledge of Allegiance
Opening Prayer
Roll Call
Reading of past meeting minutes
Treasurers Report
Old Business
New Business
Meeting Schedule
Adjournment

Section 3:

The Chapter Presidency shall manage the affairs of The Chapter.

The Chapter Presidency shall consist of the President, Vice President, Treasurer, and Secretary of The Chapter.

Election and Term

The Chapter Presidency will be elected according to procedures established by Chapter By-laws for 2 year terms,

Qualifications

All elected positions shall be Regular Members in the Association.

Vacancies:

Any vacancy shall be filled by the Chapter for the length of the un-expired portion of the term.

Compensation:

No compensation shall be authorized any Officer or Member other than reimbursement of legitimate expenses.

Committees

The Presidency may designate from its members various committees. Each committee shall serve the Chapter in their designated areas, reporting during membership meetings, or as deemed necessary.

Resignation

A Committee person or member of the Presidency may resign at any time by giving notice to President, Vice President, or the Secretary. Unless otherwise specified in the notice, the resignation will take place effective immediately, and the acceptance of the resignation shall not be necessary to make it effective

Section 4:

Officers:

The Principal Officers of The Chapter shall be the President, Vice President, Secretary, and Treasurer. The President may designate other officers.

The President, Vice President, Secretary, and Treasurer shall comprise the Presidency within the Chapter.

The Presidency shall have the power to act in all emergencies, and it shall give the members prompt notification of any such action.

No member of the Presidency may simultaneous hold two elected positions within the Chapter.

Vacancies

Any vacancy may be filled by appointment by the President for the remainder of the unexpired term.

President: The President shall be the Presiding Officer of The Chapter and shall in general supervise and control all affairs within the Chapter. The President shall preside at all meetings.

Vice President: The Vice President shall perform duties assigned by or the President. The Vice President reports directly to the Chapter President.

In the absence of the President, or in the event of the President's inability to perform his duties, the Vice President shall perform the duties of the President.

Is a member Ex-officio of all standing committees.

Treasurer: Using generally accepted standard accounting procedures and practices be responsible for all funds of The Chapter , receive and give receipts for money received, and deposit all such monies in the name of The Chapter, and in general perform all duties assigned him by the President . The Treasurer reports directly to the Chapter Secretary.

Pay all bills and obligations of The Chapter upon the approval of the President or designee. No monies shall be borrowed or loaned nor shall any notes be given unless authorized by the Presidency.

Draw up and submit to the Presidency for approval an annual budget at least thirty (30) days prior to the beginning of The Chapter's Fiscal Year. Provide recommendations to the President for expenditure of any funds over budget levels.

Complete and submit all required legal forms in a timely manner.

Secretary: Provide for payment of all authorized bills and obligations of The Chapter by the Treasurer. The Secretary reports directly to the President.

Receive, record and deliver to the Treasurer all Chapter monies.

Oversee the publication and distribution of the newsletter to all members.

Is responsible for the Minutes of all meetings within the Chapter. .

Minutes of any meetings will be submitted to the Presidency in a timely manner.

Is responsible for membership record keeping, and ensuring that membership records are correct.

Collect membership applications and, forward all fees to the Treasurer to be submitted to National. Provide a quarterly report to the Presidency of all new members and changes of status of members.

The Secretary provides the repository for the Chapter records for safe keeping.

Sergeant-At-Arms

A Sergeant-At-Arms is an appointed position and will report directly to the Vice President.

Ensure order at all Membership Meetings of The Chapter

Lead "The Pledge of Allegiance", as directed.

Introduce visitors and guests to the members at meetings.

Take charge of the stand of colors after presentation and prior to return to the Quartermaster.

Chaplain: The Chaplain is an appointed position and reports directly to the President.

Will provide an opening prayer at each membership meeting.

Sick or injured may be visited either in person or in writing, providing feedback as necessary to the President.

Our Gold Star parents (family), giving support or encouragement to them with the knowledge that we will never let them be forgotten.

Service Officer:

The position of Service Officer is an appointed position and reports directly to the Chapter President.

The Chapter Service Officer helps members in the following ways without compensation or maintaining any personal information.

The Service Officer provides quality advocacy for all member veterans, their dependents and survivors. This is accomplished through benefit counseling, claims, and outreach services.

The Service Officer evaluates information and advises the members of their rights to claims and benefits. The Service Officer identifies benefits and/or services such as pensions, medical care, housing, education, and service disability compensation for eligible veterans. The Service Officer can help to investigate evidence of military service, marriages, divorces, medical disabilities and deaths to support the members claim for services.

The Service Officer can act as a liaison between State and Federal Veterans Affairs offices. The Service Office may help in writing letters to medical professionals to request information to process claims and file appeals.

Historian

The Chapter Historian is appointed by the current Chapter President and reports to the Chapter Secretary. Term normally runs concurrent to that of the President

To record, post on the Chapter webpage the past accomplishments, activities, and actions of the Chapter and the Chapter members so as to promote good will and preserve the history of the Brigade and the Chapter.

The Historian assists Chapter members in recording their activities in Viet Nam, Iraq, and Afghanistan. This is to make civilians and other veterans aware of the heroism and accomplishments of the Brigade and its veteran active duty warriors. These records are then part of the Chapter's permanent records.

The Historian's record allows no one to forget our Brigade, POW's, MIA's and the sacrifice of our fallen warrior's.

The Historian records Chapter events and functions as part of the Chapter's permanent records. When events are worthy, submitting these articles to National for insertion into the National magazine "Skysoldier"..

The Historian shall be the POW/MIA representative of the Chapter.

Public Relations Officer:

Public Relations Officer is an appointed position. This position normally runs concurrent with that of the Chapter President.

The Public Relations Officer reports directly to the Chapter Secretary.

He/She is responsible for all media coverage of Chapter events.

Articles or events of interest to the members and to the public are presented to the Secretary for submission to local newspapers, or other media for coverage.

Still pictures are taken at Chapter events and meetings. These pictures become a permanent record of the Chapter, and are maintained by the Secretary.

Will use all forms of media and communications to project and protect the appropriate image of the chapter.

He/she may promote The Chapter's image by arranging charitable donations and or sponsorship of events.

Quartermaster

The President shall appoint a Quartermaster to account for all property of The Chapter including, but not limited to, flags, colors or guidons, works of art, yearbooks, mementos, computers, cell phones, etc. The Quartermaster reports directly to the Secretary

Be responsible for the serviceable condition of said property.

Disburse the transfer of all property by hand receipt.

Section 5

Roberts Rules of Order, Newly Revised, shall determine parliamentary procedure within the Chapter.