

BYLAWS FOR:

SPECIAL FORCES ASSOCIATION

CHAPTER I-XVIII

Aaron Bank / Samuel S. Theriault Chapter

(REVISED 5 JANUARY 2006)

PO Box ox 118

FAYETTEVILLE, NC 28302-0118

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**BYLAWS of the
Aaron Bank / Samuel S. Theriault
Chapter I-XVIII
SPECIAL FORCES ASSOCIATION
Fayetteville, North Carolina 28302-0118**

ARTICLE I

AUTHORITY

Section 1. Under the authority of Article IX and operated in accordance with the Special Forces Association Constitution, hereafter known as the Association Constitution, and the laws of the State of North Carolina, there has been, and is hereby established the Aaron Bank / Samuel S Theriault Chapter IXVIII, located at the city of Fayetteville, State of North Carolina.

ARTICLE II

ALLEGIANCE

Section 1. The "Aaron Bank / Samuel S Theriault Chapter I-XVIII organized and existing under the provisions of Article IX of the Association Constitution, hereby acknowledges its allegiance to and affiliation with, and submits itself to the control of the National Organization, according to decisions made in conformance with its Constitution, and regulations legally adopted by vote of a National Convention or by majority vote of the National Officers and agrees to abide and be bound by the National Constitution now in force or hereafter amended.

ARTICLE III

MEMBERSHIP

Section 1. Eligibility for membership in this Chapter shall be as provided in Article IV of the Association Constitution as it now exists or is hereafter amended.

Section 2. Association dues, dues renewals, reinstatement fees etc will be submitted to National Headquarters through Chapter I-XVIII. The dues payable by life members shall be governed by the National Constitution. Annual dues expire each December 31. Annual dues paying members will have until January 31 to renew their dues before being dropped from the mailing list and becoming a lapsed member.

Section 3. The membership and fiscal year shall commence on January 1 and expire at midnight the following December 31.

Section 4. A membership transfer may be made from another Chapter by the petitioning member presenting his/her membership card to any Chapter Officer (or verification that said member is a Member in Good Standing). The Association Administrator and losing

Chapter will be notified of the transferred member's address change, and status if applicable, and any necessary entries will be posted to the Chapter roster.

Section 5. No member shall by virtue of his membership, acquire any property rights or any present or existing right in or to the property, which this Chapter may now have or hereafter acquire. Members will not be entitled to any refund due to a resignation, expulsion, or other termination. Appeals will be in accordance with the Association Constitution. Upon voluntary dissolution of this Chapter or upon revocation of its Charter, as provided in Article IX, Paragraph D, Association Constitution, all assets and property remaining after payment of its indebtedness, if any, shall revert to the Association.

ARTICLE IV

OPERATIONS

As prescribed In Article IX, Section 4 of the Association Constitution.

ACTICLE V

OFFICERS AND THEIR DUTIES

Section 1. The elected officers of this Chapter shall consist of at least a President, Vice President, Treasurer and Secretary, all to be elected every two years. If the officers decide by majority vote that more than four officer are required to operate efficiently, Article IX, Section IV, Paragraph D, of the Special Forces Association Constitution will be adhered to.

Section 2. The appointed officers of this Chapter shall consist of a Chaplain and a Sergeant at Arms who shall be appointed by the President with the approval of the elected Chapter Officers. These positions are not elected.

Section 3. At the regular meeting held on the second Saturday in August of an election year, a Nominating Committee of five members shall be appointed by the Chapter Officers. It shall be the duty of this committee to process,review,and approve candidates for offices to be filled at the monthly meeting in December and to prepare and mail out ballots to all eligible members in good standing. The Nominating Committee shall report at the regular meeting in September at which time nominations from the floor shall be permitted.Results of the election will be announced at the regular meeting in November.

Section 4. The officers shall be elected by ballot to serve for two years or until their successors are elected, and their term of office shall begin at the close of the **monthly** meeting at which they are installed.

Section 5. No member shall hold more than one office at a time in the chapter and no member shall be eligible to serve for more than two consecutive terms.

Section 6. The President, or in his absence, the next higher officer, shall preside at all regular or special meetings of the Chapter and is an ex-officio member of all Chapter Committees. He will maintain order and dispatch such business as may legally come before him. He will:

- (a) Represent the Chapter at all functions in which the Chapter is invited to attend.
- (b) Introduce events which the Chapter is sponsoring.
- (c) Preside as host at all Chapter functions.
- (d) Make presentations in behalf of the Chapter.
- (e) Appoint and fill vacancies of all Chapter ad hoc or special committees.
- (f) Participate in all activities that will enhance the status of the Chapter, the Association and its members.
- (g) He will perform all other duties that may reasonably be assumed incidental to his office including those set forth in the Association Constitution

Section 7. The Vice President assumes the duties of the President in the absence of the President and performs other duties as the President may direct. The Vice President assumes the additional duties of Director of Plans and Programs and is responsible for the preparation of plans and programs that will provide for the expansion and improvement of the Chapter. He will coordinate all social and work functions in which the Chapter may be involved. He will render a report to the President and to the membership at each subsequent meeting prior to any such function's and will submit in writing, an After Action Report not later than 15 workdays after such function. In the event of any function involving a monetary payment, the Vice President in coordination with the Chapter Officers, and approval of the President and membership, will be responsible for notification of all members in good standing in sufficient time to allow their attendance to said functions.

Section 8. The Secretary shall keep a true and complete record of all business conducted by the Chapter including the minutes of each meeting both in writing and by tape recording. He will conduct all necessary correspondence, be responsible for an up-to-date roster of members in good standing, and maintain a roster of former members and others eligible. Upon taking office, he will receipt for all personal property of the chapter delivered to him by his predecessor and deliver an inventory of such property to the Chapter President within fifteen (15) days. He will receive all Keys to Chapter buildings and or containers and is responsible for the issue and control of such Keys. In the event of "missing keys", he will be responsible for obtaining and installation of new locks for the required buildings and/or containers. He will have charge of the Chapter seal and Chapter stamp and serve as the official custodian of the Chapter records. He will receive all communications, conduct all correspondence, and keep on file copies of the same as part of the permanent records of the Chapter. With prior approval by the Chapter officers, he will produce his records and files for inspection to any dues paying Chapter member in good standing. His duties generally correspond to those of the Association Administrator and he will perform other duties as the Chapter President may direct. He shall have a copy of the Association Constitution and the Chapter Bylaws present at all regular and annual meetings.

Section 9. The Treasurer shall receive and deposit all monies received in a Federally Insured Bank account in the name of the Chapter without any deductions or offsets. He will make authorized disbursements only by checks or vouchers. He will keep a system of accounts approved by the Chapter and will preserve all receipts and checks or vouchers for payments made. He will insure all checks or vouchers have a minimum of two signatures; one of which shall be his and the other being either the President or the Vice President. He will render a financial report to the Chapter officers and membership during each scheduled meeting and is responsible for submitting an annual fiscal report to National Headquarters as directed by the Association Constitution. He will act as Chairman of the Chapter Finance Committee if and when applicable, and will perform other duties normally associated with the job of Treasurer as the Chapter President may direct. With prior approval by the Chapter officers, he will produce his records and files for inspection by any dues paying Chapter member in good standing. He will have not less than one informal audit during his term of office. Said audit will be conducted by a minimum of two Chapter members who will sign a statement to this effect indicating any discrepancies, if any, and date of audit.

Section 10. Appointed Officers and Their Duties:

(a) Sergeant at Arms:

1. It will be the duty of the Sergeant at Arms to preserve order at all Chapter meetings.
2. He will receive and identify all visitors, and be prepared to introduce them at the proper time during the Chapter meeting.
3. He will insure that the meeting place/room is properly set up with all necessary equipment in place prior to meeting time.
4. He will insure that all attendees are properly registered upon entering the meeting place and that all have current membership cards upon their person.
5. He will insure that all Chapter property used for the meeting is placed in its usual location and properly secured at the conclusion of the meeting.
6. He will verify and report whether or not there is a quorum for each meeting.

(b) Chaplain:

1. It will be the duty of the Chaplain to see to the spiritual welfare of the Chapter members when needed.
2. be aware of Chapter members in distress and keep the Chapter officers informed of such cases.
3. Insure that appropriate cards/flowers are sent to Chapter members and their family members in distress.
4. At the direction of the President, make a full report on such cases during Chapter meetings.
5. be responsible for organizing and overseeing donation programs for needy families at Christmas season or any other occasion when the need arises.
6. He will conduct memorial services when required by certain ceremonies as directed by the Chapter President.

7. He will encourage Chapter members to visit members or their family members in the hospital or while confined at home.
8. He will perform other duties normally associated with his office as the President may direct.

ARTICLE VI

MEETINGS

Section 1. The regular meetings of the Chapter shall be held on the second Saturday of each month from January to December inclusive unless otherwise ordered by the Chapter officers.

Section 2. Installation of newly elected officers will be done at the regular meeting scheduled on the second Saturday in December.

Section 3. Special meetings may be called by the President or the Vice President and may be called upon the written request of not less than one-half of the voting Chapter members. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least 10 days' notice shall be given.

Section 4. A quorum for transacting business is 25% of the voting members or 20 voting members whichever is fewer.

ARTICLE VII

THE ADVISORY BOARD

Section 1. The Officers of the Chapter and four (4) non-office holding voting members, appointed by the President and approved by the elected Chapter Officers, will constitute the Advisory Board.

Section 2. The Advisory Board will meet between regularly scheduled chapter meetings to discuss pertinent matters brought to their attention by chapter members and to advise the chapter officers of any concerns. The date and time of these meetings will be determined by the President or the Vice President and announced at the regular scheduled meetings.

ARTICLE VIII

COMMITTEES/POSITIONS

Section 1. The following committees and positions should be appointed as needed or upon the discretion of the Chapter President and with the approval of the elected Chapter Officer. The committee may be dissolved by the Chapter Officers at their discretion.

- (a) Finance Committee
- (b) Membership Committee
- (c) Editor of the BTB
- (d) National Staff Meeting Representative
- (e) Input to the "Drop"
- (g) VA Bingo Coordinator
- (h) Historian/Photographer/PIO
- (i) Food/Drinks Procurer
- (k) "Cool Hand Luke" Coordinator
- (m) Explorer Scout Representative

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised govern business meetings of the Chapter when they are applicable and consistent with the governing documents. Governing documents are the Special Forces Association Constitution and Chapter 1-18 by-laws.

ARTICLE X

AMENDMENTS

These by-laws may be amended by the Chapter officers and membership by two-thirds of those voting, as properly constituted, and voted on at a meeting called for this purpose, or by ballots mailed to all members in good standing and approved by two-thirds of the voting members.. This document may be revised from time to time to comply with changes/amendments to the SFA Constitution. Changes required to be in compliance do not require a vote by the membership

Lorenzo Robbins
President, Ch 1-18

George Kuchen
Secretary, Ch 1-18

President
Special Forces Association

Secretary
Special Forces Association