



TREA Chapter 39 Bylaws

These By-Laws Approved as of this date: 9 March 2018

Charles Baum
President

Charles D. Baum

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Preamble

We, as retired enlisted personnel of the Armed Forces of the United States of American, being ever mindful of the glorious tradition of our duty to uphold the Constitution of the United States of America, our responsibility to support a strong defense establishment, our interest in the welfare of our fellow servicemen in fortune and distress, and with reverence to God, Country, and our departed comrades, united to further the aims and objectives of The Retired Enlisted Association, Incorporated, and Chapter 39, The Retired Enlisted Association, Incorporated.

1 ARTICLE I – NAME AND LOCATION

The name of this organization, by authority of and under the provisions of its charter from The Retired Enlisted Association, Incorporated currently doing business as, TREA: The Enlisted Association (hereinafter referred to as “TREA”), shall be Chapter 39, The Retired Enlisted ASSOCIATION, Incorporated currently doing business as, Chapter 39, The Enlisted Association (hereinafter referred to as “Chapter”). The registered office of the Chapter shall be maintained at 15821 E. Centretech Circle, Aurora, Colorado, 80011.

2 ARTICLE II – OBJECTIVES

The Chapter, a non-for-profit retired enlisted military veteran's organization shall be non-union, non-partisan, and non-sectarian. It shall function as a local affiliate of TREA to promote and assist its members professionally, culturally, and socially; to uphold the Constitution of the United States of America and defend her from all her enemies; to improve the relationship between the military and civilian populace and to maintain liaison with the active duty personnel of the Armed Forces.

3 ARTICLE III – MEMEBERSHIP

3.1 Section 1 (Classification)

Membership in TREA is at the national level as defined in the TREA National By Laws and Standing Rules. Chapter 39 membership is by virtue of a TREA national membership and electing to be affiliated with Chapter 39 when filling out a national membership form. Membership will not be denied to any person, otherwise eligible, on the basis of race, color, creed, sex, religious or political beliefs, or national origin.

3.2 Section 2 (Honorary)

TREA and its Chapters may bestow honorary membership upon any person who has rendered notable service and who is not otherwise eligible for membership. Unless otherwise specified in appropriate bylaws, or unless withdrawn by the awarding authority, honorary memberships shall be for life and no dues shall be assessed. Honorary members shall enjoy the same privileges as Associate members.

3.3 Section 3 (Club Membership)

Club membership is available to persons of good moral character. Club members are NOT TREA members but are members of a club operated by TREA Chapter 39.

- a) Any Chapter 39 member may sponsor and nominate persons for membership in Chapter 39. The sponsoring member will be responsible for the conduct of the sponsored member and may withdraw such sponsorship at any time.
- b) Organization membership dues shall be as set by the Board of Directors and may be adjusted by the Board of Directors and is designated for use by the General Fund only.
- c) All applicants for membership in the club must complete and sign a club Membership application and be responsible for membership fees.
- d) Club members are not bona fide members of TREA Chapter 39. Consequently, they shall not be afforded any of the rights, privileges or benefits of chapter membership, except use of the bar and dining facilities on a pay-as-you go basis. This use may be restricted by the Board of Directors, if necessary to accommodate the chapter membership. Club members may not partake in “Members Only” functions.
- e) Spouses of club members may be signed in as a quest of the club member and must be accompanied by the club member for access to the chapter facilities.
- f) Club members shall be issued a “Club Membership Card”. Club members shall be issued key cards once a deposit is made.
- g) Key Cards: Standing Rule NO 10, paragraphs e, f, and g shall apply.
- h) Membership Status: Members whose dues become delinquent will have all privileges, and their Key Card disabled and access to the chapter denied until such time as required dues are paid.
- i) Persons eligible for TREA Membership will not be eligible for Club Membership.

3.4 Section 4 (Member Standing)

Except as indicated below, a member shall be considered in good standing and shall not be deprived of any rights or privileges of membership. A member shall not be suspended or expelled for any reason stated in b and c below, without a fair hearing before the Grievance/Incident Committee. Findings of the Committee

will be referred to the Board of Directors for appropriate action. Members shall have the opportunity to appeal any penalty to the Board of Directors.

Expelled members may reapply for Chapter membership after one year. If the Board of Directors and the general membership approve the application, the applicant shall be a NEW member for all benefits purposes upon payment of dues. The Chapter shall publish standing rules outlining procedures for handling grievances and incidents. Such rules shall include procedures for member notification, investigation, hearings, penalties and appeal procedures.

Delinquent Dues to include TREA and Chapter dues when applicable.

- a. Acts that bring discredit to or are prejudicial to the best interest of the Chapter which shall include the passing of bad checks and/or failure to pay just debts to the Chapter.
- b. Membership in or sympathy with any subversive organization which advocates an overflow of the government of the United States.
- c. Convicted felons sentenced to long-term confinement for periods exceeding one year shall be automatically expelled as soon as possible following denial or appeal (if applicable). Such persons are not normally confined during the appeal process. A copy of the letter advising the member of his/her expulsion shall be furnished by TREA.

3.5 Section 5 (Dues)

Chapter membership dues (if applicable) shall be recommended by the Board of Directors and approved by the membership. Such dues shall be in addition to TREA dues, all of which are payable to the Chapter Treasurer. Except for Associate and Sponsored Courtesy members who shall reapply and pay dues annually. Dues may be paid for periods of 1, 2, or 3 years and membership shall terminate on the last day of the expiration month. Expired membership may be reinstated "continuous" when dues are paid within 90 days following expiration. No person (including TREA Members-At-Large) shall be a bona fide member of Chapter 39 unless TREA dues are current (when applicable).

3.6 Section 6 (Obligations)

The Chapter shall, on a timely basis, submit to TREA, the TREA portion of all dues collected for regular and associate membership. The Chapter may extend certain privileges to TREA Member-At-Large who have not paid Chapter dues, (when applicable), but shall not be obligated to do so.

3.7 Section 7 (Transfers)

A member in good standing may apply for transfer to another TREA Chapter. Transfer shall be coordinated between the gaining and losing Chapter and TREA.

4 ARTICLE IV – OFFICERS

4.1 Section 1 (Elected Officers)

Chapter officers, who shall be known as the Board of Directors, shall be elected by the membership to fill positions indicated below which are listed in the order of precedence:

- | | |
|--------------------------|-------------------------------|
| a. President | g. Sergeant-at-Arms |
| b. First Vice President | h. Chaplain |
| c. Second Vice President | i. Three Directors (Trustees) |
| d. Third Vice President | One 2-year Directors |
| e. Treasurer | Two 1-year Directors |
| f. Recording Secretary | |

4.2 Section 2 (Appointed Officers)

The President shall appoint a Historian, and may appoint a Parliamentarian. These officers and officers appointed to elective positions shall attend Board of Directors meetings and shall have voting rights as specified in Article VI, Section 5. Appointments to elective positions shall require the concurrence of the Board of Directors and shall be made only when there are no elective candidates and the office is vacant. No appointments shall exceed the remaining term of the President.

4.3 Section 3 (Other Officers)

By virtue of their positions, the immediate Past President, Bingo Manager, and Club Manager, shall be advisors to the Board of Directors, but shall have no voting rights.

4.4 Section 4 (Eligibility)

Any regular member in good standing who has been a member for at least one year, and who has attended at least four membership meetings within the past year, shall be eligible for election or appointment to any office, except for the Office of President. To be nominated for the Office of President, the individual must have:

- a. Been a member of Chapter for two years and attended 12 general membership meetings within that two years;
- b. Or elected to and held any lesser office, in Chapter 39 for one full year. The stipulation for attendance of four general membership meetings in the last 12 months shall then apply. There shall be no restrictions on re- election to the same or another office except that the President shall not be elected/re-elected to more than three consecutive one-year terms as President.

4.5 Section 5 (Nominating Committee)

A Nominating Committee, consisting of at least three regular members of the Chapter shall be elected annually during the month of September. The Committee shall attempt to secure at least two well qualified candidates for each elective position.

4.6 Section 6 (Elections)

The election of officers shall be held annually by secret ballot, during the month of November. Prior to the vote for each office, the Nominating Committee shall announce the names of the nominees for that office. The chair shall open the floor for nominations and shall close additional nominations after three calls. The following procedures shall apply:

- a. SPEECHES. Each nominator and nominee shall be permitted to give a two minute presentation on qualifications and reasons for seeking office. Seconding speeches, not to exceed two minutes may be also given.
- b. VOTING. Elections shall commence in descending order as shown in Section 1, above. The names of candidates who are not present shall be withdrawn unless properly excused by the Nominating Committee and approved by the membership. Absentee or proxy voting is prohibited.
- c. TELLERS. The Nominating Committee and such other members as the President may appoint, shall act as tellers to distribute, collect and count the ballots.
- d. RESULTS. The Chief Teller shall report the election results to the President who shall announce the candidates receiving a majority of the vote cast as the winner. If no candidate receives a majority of the votes cast, a runoff election between the two candidates receiving the most votes shall be held. The results of the Chief Tellers report (to reflect total amount of votes cast for each candidate) will be entered into the minutes by the secretary.
- e. DIRECTORS (Trustees). One Director shall be elected annually for a two year period. At the end of one year the person elected as the two year director converts to a one year director. An additional one year director shall be elected annually and shall serve for one year only.
- f. BALLOT DISPOSITION. If there is no call for immediate recount, all ballots shall be destroyed after the results have been announced and the results of the election are entered into the minutes.

4.7 Section 7 (Term)

All officers shall be elected for one year terms (except a Director, who is elected for a two year term). Elections to fill vacated positions shall be only for the term of office remaining or until their successors having been elected or appointed.

4.8 Section 8 (Vacancies)

Vacancies created due to death, resignation, or removal of elected officers shall be filled as indicated below. The term for which elected shall be only for the remaining term of the former office holder.

- a. President. A vacancy in the office of the President shall be filled by the Vice President, moving up in succession, for the unexpired terms. The vacancy then arises in the lowest ranking vice-presidency and may be filled as prescribed in b below.

- b. Other Vacancies. All other vacancies shall be filled by special election no later than sixty days following the date the vacancy occurs unless the annual election is scheduled to be held within sixty days. In the interim the President may appoint a member to fill the vacancy.

4.9 Section 9 (Installation)

Newly elected and appointed officers, as shown in Section 1 and 2 above, shall be installed no later than the last day of the month following the month in which elected or appointed. They shall, at the time of installation, assume full responsibility for the office, which shall include unfinished, as well as new business. Prior to assuming such duties, they shall request and receive all books, records, and the Chapter property in the hand of their predecessors. Prior to vacating his/her office, the incumbent President will coordinate with the Auxiliary President to insure that a person/committee has been appointed to administer the Oath of Office to all new officers in accordance with Article XVI or separate bylaws as appropriate.

4.10 Section 10 (Dual Offices)

An elected Chapter officer may be elected or appointed as an officer of TREA.

4.11 Section 11 (Removal of Officers)

The Board of Directors shall police themselves and all committees except the Nominating Committee. All written allegations concerning misconduct or wrongdoing by such persons shall be referred to the Board for action. The Board shall appoint a special committee to investigate the charges and, if substantiated, ensure compliance with a, b, and c below.

- a. Refer the case to the Grievance/Incident Committee for routine investigation when such action is deemed most appropriate. The findings of the Committee will be referred to the Board of Directors for appropriate action.
- b. If the Board determines that the person's fitness, effectiveness, or ability to represent the Chapter has been jeopardized, notice of a hearing before the Board and the right to call witnesses if desired, shall be given. If two-thirds of the Board members present, excluding the accused, vote for removal, appointed and/or committee members shall be removed as an elected officer, a like vote by two-thirds of the members present at the next membership meeting shall also be required for removal.
- c. An officer who misses a combination of three or more Board or membership meetings without being excused and who is unable to serve or who demonstrates unwillingness to serve, may be removed by a vote of two-thirds of the Board of Directors without written allegations.
- d. An officer or committee member shall be automatically removed upon conviction of a felony and shall be expelled from the Chapter membership under Article III, Section 6d, above.
- e. An elected officer may be removed by recall petition is signed by a number of eligible voters equal to two-thirds of the number that voted in the election at which the officer was elected. A special election shall be held within 60 days and the petitioned officer may be a candidate providing he/she is a member in good standing.

5 ARTICLE V – DUTIES OF OFFICERS

5.1 Section 1 (President)

The president, as the elected leader, is Chief Executive Officer of the Chapter and as such shall serve as its principal representative in all matters pertaining to its affairs. He She shall set the objective, guide the policy, preside over and control all Board of Directors and membership meetings, appoint committees and serve as an ex-officio member of all committees except the Nominating Committee, and shall ensure that the will of the membership (within the mandates of these bylaws) is faithfully reflected in the management and operation of all Chapter affairs. The President shall also maintain close liaison and provide desired support and assistance to the Chapter Auxiliary, and ensure that all required reports are made to TREA and the Colorado Secretary of State. When the Recording Secretary, Sergeant-At-Arms, or Chaplain is absent from any meeting or function requiring their presence, the President shall appoint a temporary replacement.

5.2 Section 2 (Vice Presidents)

The Vice President shall assist the President in the performance of his/her duties and shall perform such other duties as he/she may assign to them. Normally, each Vice President will chair one or more committees and shall, in the President will chair one or more committees and shall, in the President's absence, act in his/her stead in order of succession.

5.3 Section 3 (Treasurer)

The Treasurer serves as the bookkeeper and shall be responsible for the custody of all funds and manage all accounts in such order as to be able to furnish statements and/or be ready for an audit at any time. He she shall prepare, present, and maintain financial reports which, as a minimum, shall include beginning and ending balances, and receipts and disbursements. Accounts shall be maintained in accordance with Article IX which shall be further detailed in standing rules. The Treasurer shall normally chair the Finance/Ways and Means Committee, ensure that all persons with access to funds are bonded, and ensure that corporation fees, taxes, insurance premiums and other levies are promptly paid. He she shall maintain copies of the by-laws and standing rules, and all changes thereto.

5.4 Section 4 (Recording Secretary)

The Recording Secretary shall record and keep the minutes of all Board of Directors and Membership meetings as permanent documents. The minutes shall REFLECT THE ABSENCE OF OFFICERS BY NAME, THE NUMBER OF MEMBERS in attendance, and detailed information of all motions put to a vote. The minutes shall also contain pertinent data from committee reports and appropriate entries on each item in the Order of Business (Article VII, Section 5). The Secretary shall maintain copies of the by-laws, standing rules, and all changes thereto. If a Corresponding Secretary is not appointed the Recording Secretary shall perform the duties specified in Section5, below.

5.5 Section 5 (Corresponding Secretary)

The Corresponding Secretary, if appointed shall act as secretary to the President, answer incoming correspondence, maintain files, inform committee members of their appointments, inform officers and/or members of special meetings, and perform such other duties as the President may assign. The President may combine this office with that of the Recording Secretary.

5.6 Section 6 (Sergeant-At-Arms)

The sergeant-At-ARMS shall check the membership cards and require each person attending general or special membership meetings to sign the register. The number of voting members and non-voting members shall be reported separately to the President. The Sergeant-At-Arms shall maintain order, assist the convention and nomination committees in conducting elections, count and report hand and stand votes at meetings, act as coordinator for the Color Guard, and chair the Parades and Ceremonies Committee.

5.7 Section 7 (Chaplain)

The Chaplain shall conduct opening and closing non-sectarian prayers at membership meetings and such other times as many are appropriate. His/her shall offer condolences and assistance (as appropriate) to the families of ill or deceased Chapter members and officiate in community affairs on behalf of the Chapter.

5.8 Section 8 (Parliamentarian)

If a Parliamentarian is appointed, he/she shall ensure that all meetings are conducted with reference to Robert's Rulers of Order (newly revised), and shall chair the Bylaws and Rules Committee. If not appointed, the First Vice President shall normally perform parliamentary duties and another officer shall be appointed to the Bylaws and Rules Committee.

5.9 Section 9 (Historian)

The appointed Historian shall compile, or cause to be compiled (annually), from the Chapter archives or other authentic sources, a narrative history of the Chapter, its activities and accomplishments. As custodian of all past and present historical documents, the Historian shall transfer such custody to his/her successor upon vacating the office.

5.10 Section 10 (Directors) (Trustees)

The Directors shall assist the President in any or all special projects and may be appointed to chair or serve on one or more standing committees. They shall perform a physical inventory of all bar supplies monthly, and lounge and kitchen supplies on a quarterly basis, and will report their findings to the Board of Directors and the membership at each bodies next scheduled meeting following the inventories. Directors shall perform such other duties as may be prescribed by the President.

5.11 Section 11 (Resignation)

It shall be the duty of any officer, elected or appointed, who submits a letter of resignation, to remain in office until such resignation has been accepted by the Board of Directors and written notification of acceptance has been received.

Letters of resignation submitted by the President, Treasurer, or Bingo Chairman shall not be accepted until a review and / or audit of all pertinent financial records have been completed.

6 ARTICLE VI – BOARD OF DIRECTORS

6.1 Section 1 (Composition)

The Board of Directors shall be composed of all officers listed in Article IV, Section 1, 2, and 3.

6.2 Section 2 (Function)

Subject to direction from the membership, control and management of Chapter 39 shall rest with the Board of Directors, which shall transact Chapter business between meetings, determine place and dates of membership meetings, and have exclusive control over all other responsibilities that these Bylaws may elsewhere assign to it.

6.3 Section 3 (Quorum)

Fifty-one percent of the voting members of the Board of Directors shall constitute a quorum.

6.4 Section 4 (Meetings)

The Board of Directors shall meet at the call of the President or 51 percent of the voting Board Members. As a minimum, the Board shall meet prior to each scheduled meeting, and such meetings shall be conducted in the Chapter 39 facility.

6.5 Section 5 (Voting rights)

All elected officers, and all officers appointed to elective positions, shall have full voting rights. The immediate Past President, Club Manager, and Bingo Manager may attend Board meetings but shall not have voting rights. Voting rights shall not be delegated to another officer nor exercised by absentee ballot or proxy. All appointees to other non-elective positions (i.e.) Historian, Corresponding Secretary and Parliamentarian, shall attend board meetings and have full voting rights.

6.6 Section 6 (Compensation)

Members of the Board of Directors shall not receive compensation for receive compensation for their services as Chapter officers. They may however, be reimbursed for incidental and necessary expenses incurred in the performance of official Chapter business, such expenses will be defined in the Chapter Standing Rules.

6.7 Section 7 (Standing Rules)

The Board of Directors shall be responsible for formulating and implementing such standing rules as are necessary for the operation and administration of the Chapter. Such rules must be ratified by the Chapter membership.

6.8 Section 8 (Indemnification)

The Chapter shall indemnify the Club Manager and all Officers and Directors, past and present, elected or appointed, of the Chapter, and the Auxiliary. Indemnification shall be against all liabilities by reason of being or having been officials of the Chapter, except in relation to matters in which such person(s) are

adjudged liable due to gross negligence or willful misconduct in the performance of official duties. All such matters may be settled by agreement predicated on the existence of such liabilities as determined by the proper authorities.

7 ARTICLE VII – MEMBERSHIP MEETINGS

7.1 Section 1 (General Meetings)

Unless prohibited by circumstances, a general membership meeting shall be held each month in the Chapter facility. The date and time shall be fixed by the membership and published monthly in the General 39 newsletter.

7.2 Section 2 (Special Meetings)

A special meeting of the membership shall be called only when matters that require membership attention are so urgent that delay until the next regular meeting might cause irreparable harm. In this case, an attempt shall be made to telephonically reach all members who attended the last two membership meetings and whose names are on the sign-in register. Notification shall also be conspicuously posted in the Chapter facility at least three hours before the meeting. As an exception, the membership may schedule a special meeting to be held on a date of their choice, including the month of December when regular meetings are not scheduled.

7.3 Section 3 (Quorum)

Five percent of the regular membership or a minimum of fifteen (15) regular members, whichever is less, shall constitute a quorum. No business shall be conducted at a membership meeting unless a quorum is present. If, after giving proper notification, a quorum is still not present at the next membership meeting, the members present may temporarily suspend quorum requirements by two-thirds vote and proceed with official business. Business transacted under these conditions must be ratified at the next scheduled meeting when a quorum is present.

7.4 Section 4 (Presiding Officer)

The Chapter President shall preside over all Chapter meetings. If the President is absent or vacates the chair during such meetings, the Vice Presidents, in succession shall assume the chair. If neither the President nor a Vice President is present, members of the Board of Directors shall select a temporary Chairman whose duties shall terminate when the President or a Vice President returns to the chair or when the meeting adjourns.

7.5 Section 5 (Order of Business)

The order of business at Chapter membership shall be as follows:

- a. Quorum Established
- b. Meeting called to order
- c. Invocation
- d. Pledge of Allegiance to the Flag
- e. Roll Call of officers
- f. Introduction of new members
- g. Introduction of guests
- h. Reading and adoption of minutes
- i. Administrative announcements, correspondence, award, Gold Card presentations, etc.

- j. Financial reports
- k. Treasurer
- l. Club Manager
- m. Standing Committee reports (See Article VIII Section 2)
- n. Special Committee reports
- o. Unfinished Business
- p. New Business
- q. Good of the Order
- r. Drawing
- s. Benediction
- t. Adjournment

7.6 Section 6 (Decorum, Privileges and Time Limitations)

- a. When a member desires the privilege of the floor, he/she shall rise, face the chair, and address the chair as “Mr. / Madam President” or “Mr. /Madam Chairman”. When recognized, the member shall state his/her name and limit all remarks to the pertinent question. Issues must be addressed in a calm, dignified and logical manner, avoiding personalities whenever possible. If called to order by the chair, the member must yield and await permission before proceeding. If the Chair participates in debate on the floor, he/she surrender the chair to the chair to the Vice Presidents in succession.
- b. No person shall speak more than once on the same question until every other person is given an opportunity to speak, except that the member who made the motion being discussed may close the debate on it. Excepted are committee chairman who may speak more than once on their committee reports. Once recognized, a person may speak on a question no longer than three minutes at a time, five minutes or thereabouts for a person presenting a report with recommendations, unless the Chair otherwise directs. The Chair may modify the time limits for good cause.

7.7 Section 7 (Voting)

Voting at membership meeting shall be conducted as indicted below. The Chair is entitled to vote when voting is by secret ballot and in all other cases where his/her vote would break a tie, or cause a tie.

- a. Method. The election of officers shall normally be conducted by secret ballot. All other voting shall normally be by voice vote. When the chair is in doubt about the results of a voice vote, he/she may call for a show of hands or ask the members to rise.
- b. Proposal. When a proposal has been adopted or rejected, it shall be considered finished business and given no further consideration during the meeting unless a member who voted for the prevailing side calls for reconsideration.
- c. Effective Date. All proposals adopted at a meeting shall become effective immediately upon adjournment, unless otherwise specified by the membership.

8 ARTICLE VIII – COMMITTEES

8.1 Section 1 (Special Committees)

Special committees are elected or appointed to perform specific functions after which they are dissolved. Two such committees are as follows:

- a. Convention Committee. The President shall appoint this committee each June to nominate delegates (who shall be elected or confirmed in July) to represent the Chapter at the annual TREA National Convention.
- b. Nominating Committee. This committee shall be elected by the membership each October to nominate candidates for election in November as officers of the Chapter for the ensuing year.

8.2 Section 2 (Standing Committee)

As minimum the President shall appoint standing committees as indicated below to perform the duties outlined in the standing rules. Although not a committee per se, there shall be a Past President Advisory Council, chaired by the Immediate Past President or his/her predecessor(s). A Past President may not serve concurrently on the Chapter 39 Board of Directors and on the Past President Advisory Council. The President shall also appoint a News Staff to prepare and publish the Chapter 39 newsletter on a monthly basis.

- a. Activities and Entrainment
- b. Bingo
- c. Bylaws and Standing Rules
- d. Hospitality
- e. Finance/Ways and Means
- f. Grievance/Incident
- g. Membership
- h. Military Affairs/Legislation
- i. Parades and Ceremonies
- j. Charities
- k. Building
- l. National Building Committee
- m. Newsletter

8.3 Section 3 (Appointment)

Within 30 days following the installation of officers, the President shall appoint a committee, normally from the Board of Directors, to chair all standing committees. The Chair of the Convention Committees shall also be a member of the Board of Directors. Either the President or the Chair (if authority is delegated) shall select up to a maximum of six additional Chapter members to serve on each committee. The terms of committee members shall not exceed the remaining term of the President.

8.4 Section 4 (Jurisdictional Disputes)

Committee Chairs shall endeavor to resolve jurisdictional disputes among themselves. When they cannot reconcile their differences, they will present their problem to the President who shall decide the issue.

8.5 Section 5 (Quorum)

Fifty-one percent of the members of a committee shall constitute a quorum.

8.6 Section 6 (Meetings and Reports)

Committees shall meet monthly, as necessary, or as directed by the President. Committee reports shall be reported to the Board of Directors prior to being reported to the membership.

9 ARTICLE IX – FINANCIAL ACCOUNTS

9.1 Section 1 (Procedure)

All financial accounts shall be maintained on a calendar year basis which shall begin on January 1 and end on December 31. A single financial obligation from any account shall not exceed \$200.00 unless approved by both the Board of Directors and the membership. Such approval may be authorized on a continuing basis to cover operating expenses and other obligations as shall be outlined in the standing rules. An exception may also be made or emergency, when approval is obtained from two-thirds of the Board of Directors. All such obligations shall be reported to the membership at the next general meeting. In the absence of a quorum of the Board of Directors may, as an exception, approve financial matters that normally require membership approval.

9.2 Section 2 (Deposits)

Funds shall be deposited in interest bearing accounts to the maximum extent possible. Unsecured loans shall not be made to any person or entity.

10 ARTICLE X – CONVENTION DELEGATES

10.1 Section 1 (Selection)

The Convention committee (Section 1a, Article VIII) shall ensure that all delegates nominated to represent the Chapter at the annual TREA National Convention have been members of the Chapter for a least one year, and have attended at least four membership meetings within the past 12 months, including the month in which elected/confirmed. The number of delegates shall not exceed the number authorized by TREA National Headquarters. The committee chair or the President shall ask the membership to either confirm or elect the appropriate number of delegates.

10.2 Section 2 (Expenses)

The Convention committee and the Finance/Ways and Means committee shall determine a fair amount of “per delegate expenses” and shall recommend that the President seek approval from the membership during delegate confirmation/election proceedings. Delegates who fail to comply with Chapter procedures or who willfully bring discredit upon the Chapter shall reimburse the Chapter for any advance payment or expenses.

11 ARTICLE XI – DISSOLUTION

In the event that the Chapter must be dissolved, the assets after all debts have been paid shall be donated to any charitable organization(s). The members present at the final membership meeting shall make the decision as to which charitable organization(s) shall be the recipients of the assets. State and local laws and the requirements of the United States internal Revenue Service shall be adhered to in dissolution procedures. Membership records, colors, and the state charter shall be forwarded to TREA National Headquarters.

12 ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order Newly Revised shall govern the proceedings of TREA Chapter 39 in all cases to which it is applicable and in which it is not inconsistent with these bylaws and any special rules of order or standing rules that TREA Chapter 39 may adopt.

13 ARTICLE XIII – AUXILIARY

13.1 Section 1 (Governing Documents)

As a subsidiary of the Chapter, the Auxiliary shall be governed by the Chapter Bylaws and Standing Rules. It may adopt its own Bylaws and rules to govern its internal operation and organizations providing such directives are not in conflict with those of the Chapter and are approved by the Chapter Board of Directors.

13.2 Section 2 (Rights and Privileges)

Auxiliary members shall enjoy all rights and privileges of Chapter membership except the right to vote and hold office in the Chapter. They shall, however, have voting and office holding rights within the auxiliary and may serve on Chapter Committees and in liaison capacities with the Board of Directors.

13.3 Section 3 (Assistance)

Upon request, Auxiliary officers and members shall be provided prompt and courteous guidance and assistance on any matters of importance or concern. They shall be provided procedural guidance and kept informed on legislative matters of importance to them. The Chapter and Auxiliary Presidents shall maintain close liaison and freely exchange information and ideas for the betterment of the organization and to promote a more harmonious relationship.

13.4 Section 4 (Membership)

To be eligible for membership in Chapter 39 Auxiliary, the applicant must be the spouse of a regular or associate member of Chapter 39.

14 ARTICLE XIV – AMENDMENTS/REVISIONS

14.1 Section 1 (Procedures)

These Bylaws shall be reviewed annually and may be amended or revised by a vote of two-thirds of the voting members present at the next membership meeting after amendment or revisions are proposed. Such proposals may be presented verbally or in writing. A notice concerning the proposed amendments or revisions and the date that a vote will be taken shall be sent to each regular member of the Chapter and announced in the chapter newsletter.

14.2 Section 2 (Conflicts)

In the event of conflicts between these Bylaws and TREA Bylaws, the TREA Bylaws shall prevail. In the event of conflict between these Bylaws and the Chapter Auxiliary Bylaws, these Bylaws shall prevail. A copy of these Bylaws and all amendments thereto shall be forwarded to TREA National Headquarters to be placed on file.

15 ARTICLE XV – SEAL AND COLORS

15.1 Section 1 (Seal)

The Corporate seal of the Chapter shall be two concentric circles with the words “The Retired Enlisted Association, Incorporated” between the outer and inner circle, and “Chapter 39” in the inner circle.

15.2 Section 2 (Colors)

The Chapter colors will be gold and red.

16 ARTICLE XVI – OATH OF OFFICE**16.1 Section 1 (Application)**

All officers, both elected and appointed, shall take the Oath of Office before assuming their duties. The oath shall normally be administered by one of the TREA founders, if available, or by a Past National or Chapter President, and shall be conducted in a solemn and dignified manner. (See Article IV, Section 9).

16.2 Section 2 (Oath)

“I, (given name), having been elected or appointed to the office of (state office), do solemnly swear (or affirm) that I will faithfully execute said office to the best of my ability; that I will support and defend the Constitution of the United States against all enemies; that I will uphold the ideals and traditions of TREA; and that I will abide by all rules and regulations to which I am subject. So help me God.”

17 CHANGE INDEX

Date	By Whom	Approved By	Notes
1985			Original Bylaws adopted
Aug 15 1991			Revised
Jan 19 1994			Amended
Mar 15 1995			Amended
Mar 31 2006			Ratified
Oct 1 2013	Steve Boyle	Roger Tackitt	Amended
Jul 13 2016	Clarence Johnson		Grammatical and subparagraph numbering changes. Add "Club Memberships" this change approved by the GM in 2015
Jul 21 2016			Changes to membership wording to clairify that TREA membership is at the national level.