

Special Forces Association

Chapter XXXVIII

BY-LAWS



ARTICLE I

AUTHORITY

1. Under the authority of Article X of the Special Forces Association Constitution, it is hereby established that the Chapter existing under these by-laws be known as Chapter XXXVIII, Special Forces Association, the *LTG William P. Yarborough Chapter*.
2. The Chapter is a nonprofit organization operated in accordance with the nonprofit organizational laws of the State of Kentucky and the Special Forces Association.
3. The geographical area of operations, shall be the Fort Campbell, Kentucky; Oak Grove, Kentucky; Hopkinsville, Kentucky and Clarksville, Tennessee areas, to include all surrounding communities.
4. Organized and existing under the Constitution of the Special Forces Association, Chapter XXXVIII acknowledges its allegiance to, affiliation therewith, and hereby subscribes to the jurisdiction of the Special Forces Association.

ARTICLE II

PURPOSE

1. The objectives of this Chapter are as set forth in the Special Forces Association Constitution.

ARTICLE III

MANAGEMENT

1. The government and management of this Chapter is entrusted to a committee of six (6) members, to be known as the Executive Committee.
2. The Executive Committee shall consist of the elected officers, appointed officers and standing Committee Chairmen.
3. All vacancies existing in the Executive Committee, or in any office of the Chapter from any cause other than expiration of the term shall be filled by a majority vote of the remaining members of the unexpired committee, and a person appointed

shall hold office for the remaining term of the member of the committee or office whom he succeeds.

4. If the Executive Committee of this Chapter becomes cognizant of any misdemeanor, malfeasance or violation of these by-laws, on the part of any officer, or of any conduct on his part unbecoming a member of this Chapter, the Committee shall hold a meeting, notice of the purpose of which and of the time and place of the holding thereof shall be given to such officers, and shall constitute itself a court of inquiry, and if it finds a member guilty after a fair and impartial investigation, it shall remove him from office. It is recommended that the officer in question attend the inquiry but it is not mandatory.

ARTICLE IV

CHAPTER EXECUTIVE COMMITTEE

1. The Executive Committee shall meet for organization, coordination and such other business as may come before it, at the call of the Chapter President within 30 days after the installation of the newly elected officers.
2. Thereafter the Executive Committee shall meet at the call of the President as deemed necessary.
3. The Chapter President shall call a meeting of the Executive Committee upon the joint written request of two or more members.
4. The Executive Committee shall authorize and approve all expenditures, shall require adequate accounting from all persons having the custody of funds and property; shall hear reports of the committee chairman; and generally shall have charge of and be responsible for the management of the affairs of this Chapter.
5. Four eligible voting members of the Executive Committee shall constitute a quorum.
6. Monthly business meetings of the Executive Committee shall be open to the general membership.

ARTICLE V

MEMBERSHIP

1. Qualification for general membership in this Chapter shall be as is now, or may hereafter, be prescribed in the Constitution of the Special Forces Association.
2. No member shall be expelled or limited as to any of the privileges of membership except for nonpayment of dues, indebtedness to the Chapter or National Organization, as is provided in Article II, Special Forces Association Constitution.

ARTICLE VI

FINANCE

1. The fiscal year of this Chapter shall commence on the first day of January of each year.
2. A bank account(s) shall be established and maintained in the location of legal domicile for all Chapter funds.
3. The financial records shall be audited annually at the closing of books on the last day of December by a *Special Auditing Committee, as may be directed by the Executive Committee.*
4. The six (6) elected officers shall be authorized to sign checks disbursing Chapter funds, although it is normally the Treasurer and Secretary.
5. All moneys owed by the Chapter will be paid by check, except for petty cash, where a receipt will be required.
6. All money due the Chapter and received by any member shall be turned over to the Treasurer for deposit in the Chapter bank account(s) without delay.

ARTICLE VII

PROPERTY

1. The principle storage area for all Chapter property shall be the Chapter storage area. The Chapter storage area is subject to change depending on requirements of the Chapter Quartermaster and a quorum of the Executive Committee.
2. The location of the storage area shall be determined by the Executive Committee and local availability as required.
3. Two sets of keys for the Chapter storage area will be maintained, one (1) set by the president and one (1) set by the Chapter Quartermaster.
4. A property book shall be established and maintained. It will list all property owned by the Chapter, location of property, and to whom entrusted to.
5. A hand receipt system will be used for all property loaned to other Chapter members.
6. An annual inventory and accountability of all property shall be conducted by the Executive Committee. When officers are elected, a joint accountability of all Chapter property will be made by outgoing and incoming officers.

ARTICLE VIII

ELECTIONS

1. Chapter elections shall be held biannually by written ballot and mailed to all eligible members not later than 1 March of the voting year. Voting to be accomplished on the third Sunday in April. (April's monthly meeting)
2. Ballots are to be returned to the election committee, counted and the winner(s) notified immediately.

3. Formal written notification of new officers will be sent to the Headquarters of the Special Forces Association (known as National) immediately.
4. All general membership will be notified of election results by insertion into the monthly newsletter.
5. A President, Vice-president, Secretary, Treasurer, Assistant Secretary and Quartermaster shall be elected biannually by the Chapter members and shall constitute the offices of the Chapter.
6. Nomination for all elective officers shall be made and taken from the floor during the Chapter's February meeting.
7. The office of Chapter President shall be limited to allow the person elected to such office to be reelected to succeed himself only once, and shall be the only office limited as to tenure.
8. A special committee, to be known as the *Election Committee*, shall be appointed by the Chapter president in office to conduct the Chapter elections.
9. The Chapter elections shall be held in accordance with Article VI, Section 1 and 11, of the Special Forces Association Constitution.

ARTICLE IX
APPOINTMENTS

1. The Chapter President, immediately upon taking office shall appoint a property book officer. The property book officer shall become a member of the Executive Committee.
2. The Chapter President shall make other appointments as deemed necessary to carry out the mandates of the Chapter. These appointments are not to serve on the Executive Committee.
3. All appointed officers serve at the discretion of the Chapter President, except the property book officer who will remain the property book officer until his successor has been appointed, property inventoried, transfer and change over completed.

ARTICLE X
COMMITTEES

1. Chapter President shall appoint at the minimum, a membership, a Finance and a publicity committee.
2. Each standing committee shall consist of 1 member and a chairman, as shall be designated by the Chapter President.
3. Each standing committee shall meet at the call of the chairman and as often as the chairman may deem necessary.
4. Such special committees shall be disbanded once the assignment or task requirement is fulfilled.
5. The Chapter President shall be ex-officio member of all committees.

ARTICLE XI
DUTIES AND CHARGES

1. **DUTIES OF THE PRESIDENT:** It shall be the duty of the President to preside at all meetings of the Chapter, represent the Chapter at the National Convention and at all other activities, functions and events that the Chapter is involved in. He shall have general supervision over the business and affairs of the Chapter, and shall be Chief Executive Officer of the Chapter. He shall approve all orders directing the disbursement of funds or property. He shall make an annual report covering business of the Chapter for the preceding year, and recommendations for the next year, which shall be read at the first general membership meeting of the year and a copy therefor immediately forwarded to National Headquarters.
2. **DUTIES OF VICE PRESIDENT:** It shall be the duty of the Vice President to assume and discharge the duties of the office of the President in the absence or disability of, or when called upon by the President to do so. He shall function as Chief of Staff and will be responsible for the preparation of the calendar of events for the ensuing year. He shall insure and verify the amount of all receipts for each activity.
3. **DUTIES OF THE SECRETARY:** It shall be the duty of the Secretary to have charge of all meetings and keep such records as the Chapter and national organization may require. He shall render reports of membership changes and compile Chapter rosters on a monthly basis. He shall serve as the official custodian of the records of the Chapter. He shall setup and man a sign-in station at each Chapter activity.
4. **DUTIES OF THE TREASURER:** It shall be the duty of the Treasurer to have charge of all finances and see that they are deposited in the Chapter bank account(s) without delay. He shall preserve all receipts, checks, vouchers, and other records. He shall have his books and accounts audited, by a special committee, at the close of business on the last day of the fiscal year. He shall submit written financial reports monthly to the Executive Committee and to the general membership. He shall prepare a year end financial report and a copy thereof will be immediately forwarded to National Headquarters.
5. **DUTIES OF THE ASSISTANT SECRETARY:** It shall be the duty of the assistant secretary to assume and discharge the duties of the office of the secretary in the absence or disability of, the secretary, or when called up by the President to do so. He shall act as go-between between other officers as deemed necessary.
6. **DUTIES OF THE PROPERTY BOOK OFFICER:** It shall be the duty of the property book officer to have charge of all Chapter property and see that it is property maintained and accounted for. He shall maintain a property book which lists all Chapter property, date received, value, location and person it is entrusted to. He shall be responsible for the Chapter storage area. He shall render an annual report to the Executive Committee as to the status of the Chapters property. He shall have the Chapter property inventoried annually.
7. **DUTIES OF THE QUARTERMASTER:** It shall be the duty of the Quartermaster to assist the Property Book Officer, if the Quartermaster is not appointed as the

same. He shall be responsible for the inspection, security, contents and maintenance of the Chapter storage area. He shall be responsible for procuring, storing, accountability of all the Chapter's *Country Store* sale items. He shall be responsible for the ordering, accountability and sales of Special Forces Association items purchased through National Headquarters. It shall be his responsibility to ensure that Chapter property and/or equipment needed for Chapter function(s) will be delivered, setup, dismantled and restored after the Chapter function(s).

8. GENERAL DUTIES AND CHARGES: It shall be the duty of all elected officers, appointed officers and committee chairmen to:
 - o Maintain his records in condition for inspection, inventory, or audit at all times and to any Chapter member, in good standing, subject to prior approval by the Executive Committee.
 - o Deliver, without delay, to his successor, or the Executive Committee, as may be directed, at the expiration of his term of office, or in case of his resignation, suspension or removal, any and all funds, records, books, papers, documents, vouchers and property in his possession belonging to the Chapter.
 - o Perform other duties as may be directed by the general membership (elected officers) or the Executive Committee.

ARTICLE XII

GENERAL MEMBERSHIP MEETINGS

1. The regular general membership meeting of the Chapter shall be held on the third Sunday of the month, at which shall be transacted such business as may properly be brought up for action.
2. The general membership meeting shall be open to all members in good standing and their invited guest(s).
3. Any and all guests, except officially invited guests, attending any Chapter activity must be sponsored by a member in good standing, who shall be held responsible for their conduct.
4. The Chapter President or a majority of the Executive Committee shall have power to call a special meeting of the Chapter at any time.

ARTICLE XIII

AWARDS

1. Chapter certificate of appreciation, will be awarded to selected members and nonmembers.
2. Other awards as deemed appropriate by the Executive Committee may be awarded to both members and nonmembers.

ARTICLE XIV

CORRESPONDENCE

1. A post office box will be established and maintained in the legal domicile for receiving Chapter mail.
2. The Secretary, or his designated assistant, shall have the primary responsibility for picking up mail and distribute its contents to the other officers as appropriate. He shall ensure file copies are retained for Chapter files.
3. All mail concerning the Chapter, other than intercommunication between members, will be directed to the Chapter post office box. If correspondence concerning the Chapter is sent directly to an officer of the Chapter, the officer will forward the original correspondence and a copy of his reply to the Secretary for filing and further distribution.
4. All officers will furnish to the Secretary a copy of all correspondence originated by them.

ARTICLE XV

RULES OF ORDER

1. All proceedings of the Chapter shall be conducted under and pursuant of Robert's' Rules of Order Revised, except as provided herein.

ARTICLE XVI

LIMITATIONS OF LIABILITIES

1. This Chapter shall incur, or cause to be incurred, no liability nor obligations whatever, which shall be subject to liability of any other Chapter, group of men, members of the Special Forces Association, or other individuals, corporations or organizations.

ARTICLE XVII

AMENDMENTS

1. These by-laws may be amended at any regular scheduled general membership meeting by a simple majority vote provided there is a quorum of eligible voters. Amendments shall be in writing and read to the general membership at least 30 days in advance of its date in which amendment is to be voted on and written notice to be given to all eligible voting members at least 30 days in advance of proposed meeting where the proposal to amend the by-laws will be voted on.

