

## VIETNAM VETERANS OF AMERICA CHAPTER 299 BY-LAWS

### DESCRIPTIVE TERMS AND ABBREVIATIONS

1. **Chapter** - refers to the Quad Cities Chapter 299 of Vietnam Veterans of America.
2. **Constitution** - refers to the Constitution of Vietnam Veterans of America, Inc.
3. **Standing Motion** - refers to a motion approved by the Chapter Board and remains in effect until altered or rescinded by another motion of the Board.

### SECTION 1: CHAPTER FORMATION

The formation of Chapter 299 shall be the same as set forth in Article III - Chapter Provisions, Section 1 - Chapter formation of the National Constitution.

### SECTION 2: MEETINGS OF MEMBERS

- A. Monthly General meetings of the membership shall be on the third (3<sup>rd</sup>) Tuesday of Each month at 1900 Hours (7:00 PM), unless otherwise designated by the Board.
- B. The Annual meeting of the Chapter shall be held on the third (3<sup>rd</sup>) Tuesday in April of each year. The purpose of the Annual meeting shall be to elect a President, Vice President, Secretary, Treasurer, six (6) Directors, and Three (3) Nominations Committee members for at least one (1) year terms, and any other such business as may properly come before the meeting. On even numbered years two (2) state council alternate delegates for two (2) year terms are elected. See Article II Section I of the Illinois State Council By-laws regarding a quorum.

### SECTION 3: BOARD OF DIRECTORS

- A. Composition of the Board shall consist of the President, Vice-president, Secretary, Treasurer, Trustee, and six (6) Directors.

### SECTION 4: OFFICERS

- A. The officer positions of the chapter shall be President, Vice-President, Secretary, Treasurer and Trustee.
- B. The President shall upon completion of his/her term, immediately assume the position of Trustee for a term of one (1) year. The Trustee shall have full voting rights on the Board. Should the former President choose not to continue as Trustee, the Board shall elect a replacement. This procedure also applies to any other unforeseen vacancies which might occur on the Board.

### SECTION 5: COMMITTEES & APPOINTED POSITIONS

- A. The committees shall follow Article III, Section 7 of the National Constitution.

### SECTION 6: FINANCE (April - 2008)

- A. A spending cap adjustment, increase or decrease, approved by the Chapter Board in the form of a standing, motion, must be approved by the Chapter membership at a General Chapter Meeting at which a quorum is present (15%). The spending cap can be exceeded, but not more than doubled, by a vote of the membership at a General Chapter Meeting at which a quorum is present.
- B. An exception to the spending cap shall be a designated Chapter EVENT. A Chapter EVENT is a special circumstance or occurrence in which the Chapter may exceed the spending cap to fund an EVENT that will generate income or is an occasion for the "good of the order."
- C. The decision to designate a Chapter EVENT must be initially approved by the Chapter Board. If and only if approved by the Board, it will the be brought to a General Chapter Meeting for discussion and final approval by a quorum.
- D. All requests for EVENT status must be accompanied by a line item planning budget estimate.