



In Service to America®

Vietnam Veterans of America
Chapter 528
Plymouth – Canton, Michigan



BY-LAWS





In Service to America



BY-LAWS

of

Plymouth-Canton Chapter 528 Vietnam Veterans of America, Inc.

Article I - Offices

Plymouth-Canton Chapter 528, hereinafter called the Chapter, shall be located at 1426 South Mill Street, Plymouth, MI 48170. The Chapter mailing address shall be; P.O. Box 6319, Plymouth, MI 48170-0473.

Article II - Purposes

The purposes of the chapter are those prescribed by the articles of incorporation and the Constitution of Vietnam Veterans of America, Inc.; hereinafter called the VVA Constitution.

Article III - Membership

The requirements for membership are the same as those prescribed by the articles of incorporation and the Constitution of Vietnam Veterans of America, Inc.; here after called "Corporation"

Article IV - Officers

- A. The officers of the Chapter shall be the President, First Vice-President, Second Vice-President, Secretary, and Treasurer as prescribed in VVA Constitution.
- B. Office Holding Limitations: No member shall hold more than one elected office at a time.
- C. The officers of the Chapter shall be elected to position as prescribed in VVA Constitution.
- D. The Officer duties and responsibilities are as prescribed in VVA Constitution.
- E. The President shall have a discretionary spending authority, at a level equivalent to the Non-Military donation level, as identified in Paragraph 2.b.of the Donation Request Policy Letter.

Article V - Meetings

- A. Regular meetings of the Chapter shall be held on the 2nd Monday of each month. The Chapter newsletter, HOMEFRONT and previous meeting Agendas, shall serve notice of all General Membership meetings.
- B. The Annual Meeting of the Chapter shall be held the 2nd Monday of April of each year for the purpose of electing Officers (each for a one year term); Election Committee members (each for a one year term); 8 Directors (each for a two year term, election of 4 alternating yearly); State Council delegate and alternates (each for a two year term occurring in each even-numbered year); National Convention delegates (each for one Convention occurring in each odd-numbered year); and for the transaction of such other business as may properly come before the meeting.
- C. Special meetings of the members may be called as prescribed by the VVA Constitution.
- D. All meetings of the members shall be held at the principal offices of the Chapter or at such other place as the Board of Directors of the Chapter shall designate in the notice of such meeting.
- E. Notice of the Annual Meeting and special meetings shall be given as prescribed in the VVA Constitution.
- F. The Chapter shall require quorum of no less than 10% of the total membership entitled to vote for the transaction of any business at a regular meeting. The Chapter shall require a quorum of no less than 20% of the total membership entitled to vote for the transaction of any business at the Annual Meeting.
- G. Each member shall be entitled to one (1) vote as prescribed in VVA Constitution.

Article VI - Board of Directors

- A. The number of Directors of the Chapter shall be thirteen, which includes the Officers.
- B. The Board of Directors shall have discretionary spending authority, at a level equivalent to the Non-Military donation level, as identified in Paragraph 2.b.of the Donation Request Policy Letter.
- C. The Board of Directors shall maintain a Member Relief Fund and administer it in accordance with the VVA Chapter 528 Member Relief Fund Policy Letter.
- D. The Board of Directors shall meet eleven times per year, including the Annual meeting. They shall meet on the fourth Tuesday of each month except for December, or when called by the President of the Chapter, or by one-third of the Directors, at such time and place as may be specified in the notice thereof.
- E. The Board of Directors shall meet at least 1 month prior to the annual meeting of the Chapter members. The meeting shall be considered to be the annual meeting of the Board of Directors.
- F. Notice of any meeting of the Board of Directors shall be given as prescribed in VVA Constitution.

- G. A quorum of the Board of Directors shall be two-thirds (9) of the board as prescribed by the VVA Constitution.
- H. Any vacancy occurring in the Board of Directors, or in the position of State Council delegate due to the death, resignation, refusal, or inability to serve, shall be filled, for the unexpired portion of the term, by a majority vote of the full number of the remaining Directors, though less than a quorum; as per VVA Constitution.
- I. Member's un-excused absence from Board of Directors meetings shall be managed as prescribed in VVA Constitution.
- J. After recommendation from the local members of the Associates of Vietnam Veterans of America, Inc. (AVVA), the Chapter should seat a Liaison on the Board of Directors as prescribed in VVA Constitution.

Article VII – Committees

- A. The Election Committee shall be formed and manage elections as prescribed in the VVA Constitution.
- B. The Board and the President may appoint and establish an Executive Committee. The President shall appoint needed Standing committee Chairmen with duties as prescribed in the VVA Constitution.
- C. All committees established shall be requested to provide status re-caps in General Membership meetings and their members identified on the Chapter Web Site.

Article VIII – Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the Chapter may adopt.

Article IX - Amendments

The Chapter members shall have the power to amend, those provisions of these by-laws not mandated by the VVA Constitution. Each proposed amendment shall be submitted to the Secretary on a Motion Request Form (see BOD Policy Reference Guide), and presented to the BOD for discussion. The BOD shall vote to recommend approval (or not) and then refer the Motion Request to the next General Membership meeting. The motion to amend the By-Laws will be read and discussed at a General Membership Meeting and be held and voted upon, following a 30 day holding period, at a subsequent General Membership Meeting. Amendment passage will be by affirmative vote of two-thirds of the members present and entitled to vote at any meeting of the members called for such purpose in accordance with Article V, G., of these by-laws.

Appendix AMENDMENTS

Membership Approval

Amendments

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| 1. Revise "Discretionary Spending" Wording; pages 1 & 2 | Rev.01, 06-08-2015 |
| 2. Revise Nominating Committee to Election Committee and minor changes | Rev.02, 08-11-2015 |
| 3. Added Visitor Policy Letter | Rev.03, 02-28-2017 |
| 4. Revise Amendments Motion review Article IX; page 3 | Rev.04, 05-08-2017 |
| 5. Revise Appendix remove Policy Letters Listing and references in Article IX | Rev.05, 02-11-2019 |

Initial Membership Approval: 05-11-2015

Revision 1, 06-08-2015 Revision 3, 02-28-2017 Revision 5, 02-11-2019

Revision 2, 08-11-2015 Revision 4, 05-08-2017