

# *Vietnam Veterans of America*



**Elizabethtown, Kentucky  
Chapter 1051**

***Bylaws***  
***Revised 11/08/2015***

BY-LAWS OF THE VIETNAM VETERANS OF AMERICA  
CHAPTER 1051

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**ARTICLE 1**

**Name and Purpose**

**1-1 Name:**

The Vietnam Veterans of America, represented herein by Chapter 1051, Elizabethtown, Kentucky shall hereafter be referred to as "GOLD VAULT PATRIOTS" (GVP).

**1-2 Fiscal Year:**

The fiscal year of Chapter 1051 shall be from the first day of March to the last day of February of the succeeding year.

**1-3 GVP, Chapter 1051, The Gold Vault Patriots objectives are:**

- a. To enhance the social, economic, cultural and political positions of the Vietnam Era Veterans throughout the State of Kentucky and also at National Level.
- b. To exchange and share information of common concern among other local and state chapters pertaining to all veterans of the United States.
- c. To help enhance the lives of Veterans and local communities in our area.

**1-4 Purpose: The purpose of the GVP Chapter 1051 shall be:**

- a. Promote and enforce the principles and policies of the organization of the Vietnam Veterans of America as set forth by the National Council Constitution.
- b. Follow the rules and resolutions of the Code of Discipline Procedures as set forth by the National guide lines.
- c. Provide a formal, unified, and democratic body, representing the Vietnam Veterans of America, Inc.

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**ARTICLE 2**

**Mission of the Chapter**

**2-1 Mission of the Chapter:**

- a.** The Chapter shall represent the interests of its members at the State Council. Assist with the establishment of policy, exchange of information, give professional and technical assistance as needed and shall coordinate activities so as to maintain the objectives of State and National Headquarters.
- b.** Develop the strength of the Vietnam Veterans of America, Inc. as an entity, through coordinated efforts with the State Council to enhance and enlarge membership.
- c.** Identify issues of concern of the Vietnam Combat and Vietnam Era Veterans, at the Chapter, State, local community, and National levels. Assist in the developing of policy which will address and aid in connection with those issues.
- d.** Examine legislative and administrative proposals which may affect the Vietnam Veterans and their families. Provide input with the appropriate officials, as to the position of the members of our chapter to the State Council.
- e.** Establish a communication network to assist Vietnam Veterans in gaining awareness of the issues which may affect their social, economic or physical well being, and to provide a way by which the Vietnam Veterans may raise and handle issues of concern.
- f.** Develop moral, legislative, and financial support for its members by providing a program of education and community awareness.

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**ARTICLE 3**

**Provisions, Membership, and Meetings**

**3-1 Offices:**

GVP, Chapter 1051, The Gold Vault Patriots are located at P.O. Box 2573, Elizabethtown, Kentucky 42702-2573.

**3-2 Membership:**

Membership is available to those who served on active duty in the United States Military between February 28, 1961 and May 7, 1975 (in-country Vietnam), or between August 5, 1964 and May 7, 1975 for Vietnam-era veterans.

**3-3 Meetings:**

- a. Meetings shall be held on a regular monthly basis according to availability of both meeting location and members.
- b. Special meetings may be called by the President and Secretary or at the request of the Board of Directors (Note: All meetings notifications should be given within a minimum of 15 days prior to meeting date).
- c. All Chapter meetings shall be conducted in accordance with “Robert’s Rules of Order”, 11th edition.
- d. All meetings shall be conducted in the following format;
  - i. Call to order
  - ii. Prayer
  - iii. Pledge of Allegiance
  - iv. Announcements
  - v. Introduction of guest
  - vi. Old business
  - vii. Motions
  - viii. New business
  - ix. Motions
  - x. Closing announcements or Questions or Clarifications
  - xi. Closing prayer
  - xii. Adjournment meeting
- e. A simple majority vote of those members present is sufficient to pass a resolution, action, or otherwise general business.
- f. Proxy votes are not permitted.
- g. In the event a tie vote should occur, the President shall cast the deciding vote only to break the tie.
- h. The Chapter may allow or disallow attendance of nonmembers at the meetings.
- i. Anyone desiring to address the Association or the President shall do so by raising their hand, being recognized by the Chairman, stating their name, and then making their comment(s). Any comments or motions to be stated shall be done in this manner.
- j. A Quorum of a minimum of one (1) officer, three (3) Directors, and nine (9) members must be present in order to hold a meeting.

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**ARTICLE 4**

**Board of Directors**

- 4-1** The Board of Directors shall consist of not less than 5 members in good standing.
- 4-2 Elections:**
- a.** Members of the Board of Directors shall be elected by the membership of Chapter 1051 on the first regular scheduled meeting in April and shall assume the office at that time.
  - b.** A chairman of the Board shall be decided by the board members.
- 4-3 Term of Office:**  
Members of the Board of Directors shall hold that office for two (2) years.
- 4-4** Except as otherwise provided by law in the National Constitution, management of GVP, Chapter 1051, The Gold Vault patriots shall be the responsibility of the elected and appointed members including but not limited to:
- a.** Funds of the Chapter
  - b.** Affairs of the Chapter
- 4-5** Board of Directors shall as a minimum, meet on a quarterly basis to discuss any and all matters presented to them by members of the general membership for consideration. Any member who is absent from 3 of those meetings without a valid excuse (to be determined by the other board members) it shall be assumed the member has resigned. The vacated position shall be an appointed member by the Directors for the remaining interim position and must be approved by the Officers of the Chapter.
- 4-6** Upon the death, resignation, inability to serve, or refusal to serve on the Board, another individual shall be considered by the Board, voted upon by the Board, and if accepted by the Officers of the Chapter, appointed to the position vacated. If the selected individual declines or there is not a majority of the votes in the selectee's favor, another selection shall be made and the same process shall be initiated. (Note: The President or his/her designee shall be the tie breaker in case of a tie only).
- 4-7** A majority of the Board of Directors must agree upon any resolution prior to presentation to the Chapter Officers by the chairman of the Board of Directors.

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**ARTICLE 5**

**Officers**

**5-1 Elections:**

- a. The membership of Chapter 1051 shall elect to office a President, Vice-President, Secretary, Treasurer, and Membership Representative.
- b. Officers shall be elected on the first regular scheduled meeting in April and shall assume the office at that time.

**5-2 Terms of Office:**

Officers shall hold that office for two (2) years.

**5-3** Except as otherwise provided by law in the National Constitution, management of GVP, Chapter 1051, The Gold Vault patriots shall be the responsibility of the elected and appointed members including but not limited to:

- a. Funds of the Chapter
- b. Affairs of the Chapter

**5-4 Vacated Office:**

- a. In the event an officer vacates his/her office, for any reason, the officer must provide a written letter stating their resignation to the Secretary.
- b. If the office vacated is that of President the Vice-President vacates his position to fill the position of President. At the next scheduled meeting the first order of business is to elect and install a new Vice-President by the membership of Chapter 1051.
- c. No sitting officer is eligible to be elected to any position that has been vacated for the remainder of their term.
- d. When the office vacated is any other than the President the first order of business at the next scheduled meeting is to elect a member by the membership of Chapter 1051 to fill the vacated office.

**5-5 Duties of Officers:**

- a. **President:** The president shall be the principal Executive Office of Chapter 1051
  - i. Preside over all Chapter meetings
  - ii. Execute all instruments or documents authorized for such executive by Chapter 1051 except where other persons have been expressly delegated by Chapter 1051.
  - iii. Possess all property belonging to Chapter 1051 except those assigned to a specific member.
- b. **Vice President:** In the absence of, the inability of, or refusal to act by the President, the Vice-President shall perform the duties of President, and when so acting, shall have the powers of and be subject to all restrictions of those of the office of President.
  - i. Be responsible for Chapter e-mail and forwarding messages to general membership or specific member as required.

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- c. Secretary:** The Secretary shall record all proceedings of the meetings of Chapter 1051 in a log specifically kept for that purpose.
- i.** Give, or cause to be given, notice of any special meeting to each Chapter member at least fifteen (15) calendar days prior to any such special meetings. Notice shall be deemed to have been given upon a first-class mailing or by e-mail to the recipient at their address on file with Chapter.
  - ii.** Maintain any and all documents and correspondence as instructed by the Chapter, the President, and the National Constitution.
  - iii.** Be responsible for all Chapter mail collection and distributing such mail to person it pertains to.
- d. Treasurer:** The Treasurer shall have charge of all funds and securities of the Chapter and all funds or securities in any way generated, collected or obtained in connection with Chapter activities, and the Treasurer shall be responsible for funds and securities, and the receipt and disbursement thereof.
- i.** The Treasurer shall keep full and accurate accounts of receipts and disbursements in books belonging to Chapter, shall deposit all monies and other valuable effects in the name and to the credit of the Chapter in such depositories as may be designated by the Chapter.
  - ii.** The Treasurer shall disburse the funds of the Chapter as may be ordered by the membership at each meeting.
  - iii.** When the Board or the membership so requires an accounting condition of the Chapter and a full financial report, based on the books and the accounts, it shall be done.
  - iv.** The President, Vice-President, Secretary, or Treasurer shall be the only persons authorized to sign checks.
  - v.** Two (2) authorized signatures are required on any checks of the Chapter.
  - vi.** The Treasurer will forward to State Council Treasurer a copy of yearly financial report and a copy of bond or bonding.
  - vii.** On the first regular scheduled Chapter meeting of the new fiscal year, the Chapter Treasurer will prepare and present a yearly report for the membership for consolidation of accounting of the previous year and will be prepared to submit that report for approval to the Chapter membership and signed by the President for submission to the State Council.
  - viii.** All books of the Chapter shall be presented to the Financial Committee for an audit in August and February.
- e. Membership Representative:** Shall be responsible for all membership applications and membership roster.
- i** Responsible for sending all documents and funds associated with dues to National for new/existing membership as required by national and state.
  - ii** Coordinate with National or State in all matters relating to membership.

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**ARTICLE 6**

**Delegates**

- 6-1** The Delegate shall consist of 1 person for each 25 members in good standing.
- 6-2 Elections:**  
Delegates shall be elected by the membership of Chapter 1051 on the first regular scheduled meeting in April and shall assume the office at that time.
- 6-3 Term of Office:**  
Delegates shall hold that office for two (2) year. They are eligible to run for the position of Delegate again.

**ARTICLE 7**

**Appointed Offices**

- 7-1 Sergeant-at-Arms, Chaplain, and Service Officer positions shall be appointed by the Chapter President with acceptance by chapter membership.**
- 7-2 Sergeant-at-Arms:**
- a. The Sergeant at Arms (SA) will be responsible for greeting all members, potential members, and visitors at a location which will afford him/her the opportunity to both see and hear the meeting proceedings. The SA shall check off, on a list provided by the Chapter's Membership Representative, those members who are in good standing and to afford them to make any changes to any information in their notification or mailing address record as needed. At the end of the meeting, the completed list shall be given to the Chapter's Membership Chairman for update and file.
  - b. It shall be the responsibility of the SA to maintain order within the meeting and around its perimeter once the meeting has been called to order and until the Association's dismissal.
  - c. In charge of any fundraisers at the Chapter meetings.
- 7-3 Chaplain:**
- a. The Chaplain will be responsible for the opening/closing prayers at all Chapter meetings and functions.
  - b. To monitor and visit those members who are in nursing homes or hospitals
  - c. Participate at funerals of any of our members if requested
  - d. Other duties as directed by the President
- 7-4 Service Office:**
- a. Shall keep all members of the chapter informed of veterans benefits offered by Federal and State governments.
  - b. Shall assist members of the chapter, their dependents and survivors in preparing the appropriate applications and assembling supporting evidence for such benefits.

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**ARTICLE 8**  
**Committees**

- 8-1 Special Committees:** Special committees may be established at any time by the President and shall continue until the purpose for their establishment is complete.
- 8-2 Committee Vacancies:** Vacancies on any regular committee will be advertised to the Chapter membership.
- 8-3 Chairperson:** Each committee shall decide on one person to act as Chairperson of that committee and shall be elected, by committee members, at their first meeting
- 8-4 Committee Reports:** The Chairperson of each Committee shall give a written report of their Committee actions at the next Chapter meeting and continue to do so until there is no longer a need for that committee, at which time the President will dismiss said committee.
- 8-5 Elections Committee:** Shall consist of three (3) members, selected at the first regular meeting in April for the Chapter and serve for one (1) year.
- a. Members of the committee shall not be eligible for any office in the election for which they serve on the Elections Committee.
  - b. The committee shall nominate at least one (1) candidate for each office to be filled.
  - c. The report of the Elections Committee shall be presented to the membership at the February meeting of the Chapter.
  - d. Further nominations may be made by any Chapter member at the February Chapter meeting, provided they are willing to run.
- 8-6 Financial Committee:** Shall consist of three (3) members, selected at the first regular meeting in April for the Chapter and serve for one (1) year.
- a. Will audit the Chapter books in August and February.
  - b. Shall provide oversight of the financial activities for Chapter and shall recommend policies of financial planning, budgeting, reporting and other related matters.
- 8-7 Events Committee:**
- a. Main objective is finding ways to increase membership.
  - b. Select events to attend and present to chapter for their approval.
  - c. Designate someone to carry out the registration process for events.
  - d. Set up work schedule for each event we will work.
  - e. Arrange the setup and teardown of the booths at events.
  - f. Assure that we have enough handout material, give away and membership brochures for events.
  - g. Be responsible for storage of chapter table, tent, and handout materials.

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**ARTICLE 9**

**Rules of Chapter Conduct, Offenses, Restrictive Activities**

**9-1 Rules of Chapter Conduct:**

- a. No non-prescription drugs or their use of any kind shall be present on meeting or chapter property.
- b. No alcoholic beverages of any kind shall be used or in possession of any member present at meetings or on chapter property.
- c. Members shall demonstrate honesty between all association members and members of the public when representing the Chapter.
- d. Theft from the Chapter, any of its members, or when dealing with the public will not be tolerated.
- e. Any problems with any Chapter or other individuals shall be brought to the attention of a director for a special meeting to be attended by both Directors and the Board of Officers for resolution.

**9-2 Offenses:** Refer to State Constitution

**9-3 Charges:** Refer to State Constitution

**9-4 Restrictive Activities:**

- f. No member of the GVP Chapter 1051 may accept any compensation from or own any interest in any entity conducting business with the chapter that may be construed as a conflict of interest.
- g. Reimbursement of reasonable expenses incurred while conducting the business of the Chapter will not be deemed as compensation.
- h. No member shall use the property of the Chapter except for official Chapter business.

**9-5 Fund Raising Activities:**

- i. Fund raising activities shall not conflict with other Chapter activities, i.e. meetings, state council, without written consent of the affected chapter or state council.
- j. No products of the Chapter shall be sold unless the product identifies the Chapter.
- k. Fund raising activities involving telephone solicitation, direct mail, work place donations or sale of other items shall not be engaged in without the consent of the Board of Directors and the Chapter President and Vice President (VVA, Inc., National Convention, amended 8/91, section 3, sub section a, b, c, d).
- l. Any fund raising activity involved in the above sections must be approved by the Board of Directors and the Chapter President and Vice President with a minimum of 45 days prior to the date of the activity.

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**9-6 Funds of the Chapter**

- m.** All expenses, donations, or money spent by the Chapter shall be approved by the membership at their regular meeting.
- n.** Any emergency expenses that arise may be approved or disapproved by the officers and directors provided there is no time to present this to the membership and a decision needs to be made immediately. Must be presented to membership at the next scheduled meeting.
- o.** All money spent by the Chapter must be accounted for by a receipt presented to the Treasurer.
- p.** Any member that request reimbursement of money they spent on behalf of the Chapter must present their request along with a receipt to Treasurer.

**ARTICLE 10**  
**Amendments**

- 10-1** These by-laws may be amended at any regular or special meeting of the Chapter by a two-thirds (2/3) majority vote of those attending, eligible to vote, providing prior amendment had been presented, in writing, at least 30 days to the membership.

**ARTICLE 11**  
**Exclusions**

- 11-1** Under no circumstances shall these by laws supersede the National Constitution of the Vietnam Veterans of America, Inc.

**ARTICLE 12**  
**Dissolution**

- 12-1** Upon dissolution of the Gold Vault Patriots Chapter 1051 of the Vietnam Veterans of America, Incorporated, all funds shall be disseminated to a chartable organization of our choice at the time of dissolution .

GOLD VAULT PATRIOTS of the VIETNAM VETERANS ASSOCIATION  
Chapter 1051, Elizabethtown, Kentucky  
-By Laws-