

MOAA BY-LAWS

CHARLOTTE-METROLINA CHAPTER

March 18, 2012

Article 1 – Name

The name of the organization is the Charlotte-Metrolina Chapter of the Military Officers Association of America.(NC-04 – Established in 1973)

Article 2 – Purpose (Mission Statement)

The mission of the Charlotte-Metrolina Chapter, NC-04, of the Military Officers Association of America (MOAA) is to promote MOAA purposes and objectives. This will foster fraternal relations among retired, active, and former officers of the uniformed services, and their Reserve and National Guard components. The goal is to actively promote the protection of the rights and interests of members of the uniform services, their family members including survivors, provide useful services for members and their families, and serve the community, the active military forces (past, present, and future), and our nation.

Article 3 – Status

Section 1. The Chapter is a non-profit 501 (c)(3) operating exclusively for the purposes specified in Article 2.

Section 2. Officers and members of the board of directors will not receive any compensation for their services. The Chapter shall use its funds only to accomplish the purposes specified in Article 2 above and no part of these funds shall be distributed to members.

Section 3. Nothing stated in these by-laws shall constitute members of the organization as partners for any purpose. No member, officer, or agent of this organization shall be liable for the acts or failure to act on the part of any other members, officer, or agent. Nor shall any member, officer, or agent be liable for his/her acts or failure to act under these By-Laws, excepting only actions or omissions to act arising out of his/her willful misfeasance.

Section 4. In the event the Chapter is dissolved and after the discharge of all liabilities, the remaining assets shall be given to the MOAA North Carolina Council of Chapters, and after concurrence of a majority of the board of directors.

Article 4 - Membership

Section 1. The membership of the Chapter is composed of men and women who are serving and have served on active duty as commissioned or warrant officers in a U.S. uniformed service (i.e., Army, Navy, Marine Corps, Air Force, Coast Guard, National Oceanic and Atmospheric Administration, and the Public Health Service) and the Reserve and National Guard, and other components of these services as well as widows and widowers of any deceased individuals who would, if living, be eligible for membership.

Section 2. Membership is of three classes: regular, auxiliary, and honorary.

- (a) Regular members shall include officers who are on retired lists, active duty officers, and former officers who were separated under conditions acceptable to the board of directors. Regular members have the right to vote.
- (b) Auxiliary members are widows and widowers of any deceased individuals who would, if living, be eligible for membership, and spouses of current regular members. Auxiliary members have the right to vote.
- (c) Honorary members. The Board of Directors may grant membership to certain individuals in recognition of their services to the nation, the officer community, or to the chapter. Normally, an individual eligible for regular or auxiliary membership is not eligible for honorary membership. If he or she holds an office at the national, state, or local level, he/she may be extended honorary membership while he/she holds that office. The Board may also grant honorary membership to certain officers of foreign military services. Honorary membership does not convey voting rights and shall not require payment of dues.

Section 3. Applications for regular and auxiliary membership can be submitted in writing to the board of directors. Recommendations for honorary membership are submitted in writing by regular or auxiliary members. Any member may be dropped for good and sufficient cause by the Board of Directors after he/she has been given an opportunity to be heard.

Section 4. Regular members are required to hold and maintain membership in National MOAA. Auxiliary members are encouraged but not required to maintain such membership.

Section 5. Regular and Auxiliary members are entitled to vote on any matters submitted to the membership for vote. Proxy voting is not permitted.

Section 6. Satellite Chapters are authorized and encouraged. The Board of Directors may rule on any applications for a satellite chapter. The chairperson of the satellite chapter serves as an ex-officio member of the Board of Directors with voting rights. (Guidance for establishing a satellite chapter is found in the COUNCIL AND CHAPTER Policies and Procedures Guide)

Section 7. Lake Norman Satellite Chapter (June 2005)

- (a) Letter of Establishment of Satellite Chapter from National MOAA (addendum #1)
- (b) Standard Operating Procedure of Satellite Chapter (addendum #2)

Article 5 – Dues

Section. 1 Annual dues shall be an amount, as determined by the board of directors, for each calendar year beginning January 1 and shall be payable on or before January 1 of each year.

Section. 2 The members of the Satellite Chapter(s) shall pay the annual dues to the Charlotte-Metrolina Chapter and 50% of that amount will be returned to the Satellite Chapter to pay for their operational expenses.

Section. 3 Members who have had their membership dropped because of nonpayment of dues may have their membership reinstated upon payment of the annual dues for the current year.

Article 6 – Meetings

Section. 1 Meetings should be held once a month January through December (excepting the summer months) with a joint meeting with the satellite chapter(s) once a year.

Section. 2 Officers are elected annually at the November meeting by a majority vote of the members present. Each officer is installed and takes office at the January meeting for a term of one year.

Section. 3 It is recommended that no member serve more than two consecutive terms as president. A vacancy in the office of president is filled automatically by the 1st vice president. Officers accepting any position must agree to fulfill the duties of that office.

Article 7 – Duties and Responsibilities of Chapter Officers

PRESIDENT:

- (a) Serves as the chapter's principal elected officer.
- (b) Presides at all chapter and board of directors meetings.
- (c) Appoint all standing and special committees except the nominating committee.
- (d) Serve as an ex-officio member, with right to vote, on all committees except the nominating committee.
- (e) Advise the Secretary of the agenda for all board and general membership meetings.
- (f) Hold at least two board meetings each year, one during December/January and one during July/August time periods.
- (g) Serve as the chapter's principal delegate to the state council of chapters.
- (h) Provide the editor of the chapter's newsletter a monthly "Presidents Remarks".
- (i) Perform other duties as are necessary to the office of president of the chapter.

1ST VICE-PRESIDENT

- (a) Be prepared to assume the office of the president should it be vacated either temporarily or permanently.
- (b) Serve as a member of the board of directors.
- (c) Serve as the chairman of the program committee.
- (d) Recruit and appoint members of the program committee.
- (e) Serve as chairman of the nominating committee.
- (f) Recruit and appoint members of the nominating committee.
- (g) Serve as the chapter's liaison representative to local military installations and the Mecklenburg County Veterans Service Office.
- (h) Perform other duties as assigned by the president.

2ND VICE-PRESIDENT:

- (a) Be prepared to assume the office of either the 1st vice-president or president should they become vacated either temporarily or permanently.
- (b) Serve as a member of the board of directors.
- (c) Serve as the chairman of the membership committee.
- (d) Recruit and appoint members of the membership committee.
- (e) Serve as the chairman of the ROTC /JROTC awards committee.
- (f) Recruit and appoint members of the ROTC/JROTC awards committee.

- (g) Serve as the chairman of the personal affairs committee (subcommittees to include, but not limited to: welcome aboard, military widow support, sick and in distress members)
- (h) Establish and maintain e-mail and phone trees.
- (i) Perform other duties as assigned by the president.

3ND VICE-PRESIDENT

- (a) Monitor local, state, and national legislative developments that might affect service retirees and national security.
- (b) Keep the board of directors and chapter members informed regarding legislative developments.
- (c) Recommend to the board of directors, whenever appropriate, new or revised policies or objectives in the field of legislative affairs.
- (d) Recommend to the board of directors, whenever appropriate, courses of action to achieve legislative objectives.
- (e) Maintain liaison with the legislative committee of the state council of chapters and MOAA's legislative affairs department, relative to state and national legislative development and objectives.
- (f) Ascertain and disseminate to chapter members the records and positions of candidates for local, state, and national political offices on matters affecting service retirees or national security.
- (g) As far as possible, establish and maintain good working relations with local, state, and national legislators and with their key assistants who represent voters within the chapter area.
- (h) Serve as chairman of the legislative committee.
- (i) Recruit and appointment members of the legislative committee.
- (j) Perform other duties as assigned by the president.

SECRETARY:

- (a) Provide to the board members timely notification of all regular and special meetings.
- (b) Process membership applications and resignations advising the chairman of the membership committee and editor of the newsletter of new members, and advise along with the chaplain of a member's death.
- (c) Maintain and update membership records, and produce and publish an annual directory of members for distribution.
- (d) Maintain and safeguard all chapter supplies and organizational equipment.

- (e) Collect and appropriately distribute mail received by the chapter from the chapter post office box.
- (f) Collect the annual dues of the members and transfer all sums received to the treasurer.
- (g) Maintain and safeguard the chapter's correspondence, files, records, and documents.
- (h) Prepare and submit all reports which might be required of the chapter.
- (i) Prepare and submit the Officer Roster Form to national MOAA, Chapter Affairs Department, after installation of new officers.
- (j) Serve as chairman of the newsletter committee.
- (k) Recruit and appoint a newsletter editor, and members of the newsletter committee.
- (l) Appoint an assistant secretary with the approval of the board of directors.
- (m) Perform other duties that are commensurate with his/her office or as assigned by the president or board of directors,

TREASURER:

- (a) Maintain a record of all sums of money received and dispersed by the chapter.
- (b) Make disbursements as authorized by the president and approved by the board of directors.
- (c) Deposit all sums of money received into a financial institution approved by the board of directors.
- (d) Make a financial report at each board of directors meeting and publish an annual report in the chapter newsletter.
- (e) Recommend to the board of directors, whenever appropriate, new or revised financial policies.
- (f) Recommend to the board of directors an annual budget.
- (g) Recommend to the board of directors appropriate investment strategies for the following accounts: (1) Chapter checking account
(2) Charlotte/Metrolina Chapter scholarship fund
- (h) Appoint an assistant treasurer with the approval of the board of directors.
- (i) Perform other duties that are commensurate with his/her office or as assigned by the president or board of directors.

Article 8 – Board of Directors. The composition of the board of directors will be the officers of the chapter, past president, editor of newsletter, auxiliary member representative, and 2 directors elected at large.

Article 9 - Committees. The president, with the advice and consent of the board of directors, shall annually appoint such standing and special committees as may be required by the By-Laws, or he/she may find advisable.

Article 10 – The Flag of the United States. The United States flag will be displayed and honored at all general membership meetings.

Article 11 – Amendments to the By-laws. These By-Laws may be amended, repealed, or altered, in whole or in part by a two-thirds majority vote of the members of the chapter present at any duly organized membership meeting of the chapter.

Article 12 – All proceedings during meetings of all types in this chapter will be conducted under the parliamentary procedures found in Robert’s Rules of Order – simplified and applied. A quorum will be the number of members of the chapter present at the meeting.