

**COMBAT VETERANS MOTORCYCLE ASSOCIATION**

**TX 23-7 BY LAWS**

**CAPITOL OF TEXAS CHAPTER**

**July 2016**

**Version 2.2**

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## **Article 1: Name and Emblem**

### **Section 1.1.A CVMA 23-7**

The name of the association is: Combat Veterans Motorcycle Association Central Texas Chapter 23-7 further referred to as (CVMA 23-7).

- a. The principal office of the CVMA 23-7 is 1622 Alazan Cove, Round Rock, in the County of Williamson, of the State of Texas.
- b. Change of Address. The designation of the city or county of the Combat Veterans Motorcycle Association Capitol of Texas Chapter 23-7 principal office may be changed by amendment of these by-laws. The Chapter Executive Board may change the principal office from one location to another within the named state by noting the changed address and effective date below, and such changes shall not be deemed, nor require, an amendment of these by-laws.
  1. New Address:  
Dated:
  2. New Address:  
Dated:
  3. New Address:  
Dated:

### **Section 1.1.B IRC**

IRC Section 501 (c) (19) Purposes. The CVMA 23-7 is organized exclusively for charitable, religious, educational, and/or scientific purposes as specified in Section 501 (c)(19) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(19) of the Internal Revenue Code.

### **Section 1.2 - Emblem and Logo**

The emblem / logo used by the Combat Veterans Motorcycle Association is the sole property of the CVMA. The CVMA patch and logo cannot be reproduced without license from the National BOD. The emblem of the Combat Veterans Motorcycle Association is in the shape of a skull encompassed by the following colors. The incorporated colors are Red, representing the blood that has been shed on the battlefield. The Military Gold, representing all branches of the military service of the United States. Black, representing the heavy hearts possessed for those who gave their lives and for those that are considered missing in action or prisoners of war. The Skull and ace of spade represents the death that war leaves in its wake.

## **Article 2: Objectives**

General: The CVMA 23-7 is formed for the betterment of communication and camaraderie between other Motorcycle Associations, Veterans Organizations and or Motorcycle Groups.

### **Section 2.1**

To promote interest in various forms of motorcycling activity associated with Veterans.

### **Section 2.2**

To create and maintain camaraderie among Combat Veterans from all U.S. branches of the United States Armed Forces and its allies.

### **Section 2.3**

To support Veterans Organizations and participate in activities of a patriotic nature.

### **Section 2.4**

To raise awareness for the plight of POW's, MIA's and post-traumatic stress disorder (PTSD) of veterans returning from combat theaters and the impact on their families, friends and society.

### **Section 2.5**

To conduct association functions and activities in a manner befitting the members of the CVMA 23-7 as well as the associations Auxiliary members.

### **Section 2.6**

To encourage a better understanding of motorcycle riders as a constructive sport among members of the public, press and law enforcement agencies.

### **Section 2.7**

To assist any / all veterans in any way we are able.

### **Section 2.8**

National benevolent fund for CVMA members will be \$250 per incident. Chapter must help raise money on their own prior to applying for additional funds from the National BOD. Money given out will not be required to be given back.

## **Article 3: MEMBERSHIP**

Membership is open to any person fulfilling the requirements below:

### **Section 3.1 Full Member**

- a. Of good character.
- b. Who is a veteran of a Foreign War (Combat).
- c. The following are the only Acceptable proof for membership to the Combat Veterans Motorcycle Association and a copy must be surrendered with your application:
  1. A copy of one's DD214
  2. Active duty/ reserve must show proof of your combat military service on official DOD stationary or forms by: Documentation by name, Orders (no codes - in English), Army ERB/ORB (2-1), Marine Corps/Navy page 4, Air Force award data record page, Coast Guard PDR Award Page which must be surrendered to the Chapter Executive Board for verification.
- d. Must own and operate a Motorcycle of 30.50 CU IN (500CC) or above.
- e. Should a full member resign, they will be given a five-day grace period to rescind their resignation with no repercussions. After the five-day grace period, a member will have to re-apply for membership as a new member and will require Board of Directors approval.
- f. Active members in good standing with the CVMA who become infirm, disabled or otherwise unable to ride their motorcycles will be able to keep their patch and be retired as members in good standing with the CVMA. Members must submit medical documentation and a minimum of one year as a member and/or Chapter Executive Board approval is required.
- g. Life membership requirements: 3 years active in the CVMA. Member must be in good standing for all three years and minimum participation of one sanctioned CVMA event per

year is required. One of which must be a National meeting. Deployment into a hostile fire zone counts as a sanctioned Combat Veterans Motorcycle Association event. Cost for life membership is \$200. If a life member quits for any reason or the member is removed from the CVMA rolls for any reason, no refunds will be made. Life members, if for health reasons can no longer ride can at their discretion, remain members in good standing with full voting privileges and can keep their patch.

### **Section 3.2 Auxiliary Membership**

- a. Must be of good character.
- b. All auxiliary members must be a spouse, widow, or widower of a full member in good standing with the Combat Veterans Motorcycle Association and are required to submit proof of eligibility.
- c. Support the efforts of all branches of the United States of Americas Armed Forces and the Combat Veterans Motorcycle Association.
- d. Auxiliary members have no vote in Combat Veterans Motorcycle Association business.
- e. Auxiliary members cannot hold a position on the Chapter Executive Board.
- f. Auxiliary members will read and abide by all auxiliary unit by-laws applicable to them.
- g. Auxiliary members will be attached to the Chapter that they are sponsored from. They will be governed by auxiliary unit by-laws, provided they do not conflict with National or Chapter By-laws.
- h. Auxiliary members are required to pay the membership fees required by National and will receive an auxiliary ID. Auxiliary members are exempt from State Dues and enjoy all State benefits with national recognition.

### **Section 3.3 Support Membership**

- a. Must be of good character.
- b. Must own and operate a Motorcycle of 30.50 CU IN (500CC) or above.
- c. The maximum number of support members will not exceed 10% of the State Full Membership. For example: one support member to ten full members.
- d. Support members must be a veteran of the United States Armed Forces and must surrender a copy of one of the only acceptable proofs of said service:
  1. A copy of one's DD214.
  2. Active duty/reserve must show proof of your military service on official DOD stationary or forms by: Documentation by name, orders, Army ERB/ORB (2-1), Marine Corps/Navy page 4, Air Force data record page, Coast Guard PDR page.
- e. Support members will read and abide by all Combat Veterans Motorcycle Association By-laws applicable to them.
- f. Support members have no vote in Combat Veterans Motorcycle Association business.
- g. Support members are ineligible to hold a Combat Veterans Motorcycle Association office position.
- h. Support members are required to submit their application and proof of service in the United States Armed Forces, through a full member of the Combat Veterans Motorcycle Association, who has held membership for not less than one year. Support members are required to either have ridden a minimum of 3000 miles with their sponsor, attended three Combat Veterans Motorcycle Association events, or be known by their sponsor for a minimum of 6 months.
- i. A full member submitting an application for a support member must affirm that the support member meets the above criteria.

- j. Only one support member may be sponsored annually by a Combat Veterans Motorcycle Association full member.
- k. Support members are required to pay the membership fees required by National and will receive a Support ID. Support members are exempt from State dues and enjoy all State benefits with National recognition.
- l. Support members in good standing can wear a small 3.5” Combat Veterans Motorcycle Association patch on the front of their jacket or vest. Support Members are not authorized the wear of the support member back patch in the State of Capitol of Texas and will wear no CVMA back patch on their jacket or vest.

### **Section 3.4 Right to Verify**

By applying for membership with the Combat Veterans Motorcycle Association, you are giving the Combat Veterans Motorcycle Association and its Chapter Executive Board the right to verify any membership application, DD214, documentation, orders and records.

### **Section 3.5 Attendance**

Each member should attend a minimum of at least one (1) event hosted by the Combat Veterans Motorcycle Association per year. This can also be an event in any member's state if prior approval is obtained by the state representative from the governing body of the Combat Veterans Association.

### **Section 3.6 Conduct**

All members must conduct themselves in a manner that is not an embarrassment to himself or herself, the Combat Veterans Motorcycle Association, or the United States of America.

### **Section 3.7 License**

All full members and supporters must possess a valid resident state motorcycle license, proof of current insurance, ownership and operation of a motorcycle of 500cc or above. This will be verified by the chapter Sergeant At Arms when the membership application is completed. Applications will not be accepted without this verification.

### **Section 3.8 Misconduct**

- a. In the event of misconduct of a member, under the by-laws of the Combat Veterans Motorcycle Association, the National Board of Directors possesses the right to revoke that member’s membership.
- b. Misconduct is defined as failure to abide by the by-laws of the Combat Veterans Motorcycle Association and any organization that the Combat Veterans Motorcycle Association supports or by bringing dishonor upon the Combat Veterans Motorcycle Association by action, word, or deed. Members must always remember we are not, nor do we claim to be, a motorcycle club. **We do not have colors - we have a veteran’s insignia.**

### **Section 3.9 Rights of Members**

Each full member in good standing shall be eligible to cast one vote on items presented by the Chapter Executive Board for vote by the general membership. Full members must be present to vote and may not vote by proxy for association business, elections, or others issues that the Chapter Executive Board may deem appropriate.

### **Section 3.10 Resignation and Termination**

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues or other charges previously accrued.

### **Section 3.11 Non-Voting Membership**

The Chapter Executive Board shall have the authority to establish and define non-voting categories of membership. Non-voting categories of membership are not eligible to cast vote in any association activities, elections and proposed transactions or arrangements.

### **Section 3.12 Non-Voting Categories**

The non-voting categories are defined as Auxiliary members, Support members, members not in good standing, and guests that are not chapter members.

## **Article 4: MEETING OF MEMBERS**

### **Section 4.1 Regular Meetings**

Regular meetings of the members will, at a minimum, be held monthly at a time and place designated by the Chapter Officers.

### **Section 4.2 Annual Meetings**

An annual Capitol of Texas Chapter 23-7 meeting of the members shall take place every year in the month of July to the extent practicable. The specific date, time, and location will be provided to the general membership by the CEB a minimum of fourteen days in advance of the meeting. The annual meetings will serve as the forum for full members to elect Chapter officers, receive reports of activities of the association, and verification of membership qualification.

### **Section 4.3 Special Meeting**

Special meetings may be called by the Commander, a simple majority of the Chapter Executive Board or by the general membership with a petition signed by five percent of voting members.

### **Section 4.4 Notice of Meeting**

Notice of each meeting shall be provided to each voting member, not less than fourteen days prior to the meeting. The primary means of delivery shall be by email with printed material delivered by the U.S. Post as an alternate.

### **Section 4.5 Quorum**

The members present at any properly announced meeting shall constitute a quorum.

### **Section 4.6 Voting**

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Any motion that takes away rights from members will require a two-thirds vote. Examples include rights to vote, debate, or to change or suspend an established rule.

## **Article 5: FEES AND DUES**

### **Section 5.1 Dues**

The Chapter will collect membership dues at such a rate, schedule or formula as may from time to time be prescribed by the governing Chapter Executive Board of the association and approved by the general membership.

### **Section 5.2 Dues Deadline National and Chapter**

- A. Full Member National Dues of \$20 will be paid NLT 30 Jun of each calendar year. Aux National Dues of \$10 will be paid NLT 30 Jun of each calendar year. Dues for CVMA members deployed in War Zones will be waived IAW Article 3, Section 1D of the National By-Laws.
- B. Full member Chapter Dues of \$10 will be paid NLT 30 Jun of each calendar year. Dues for CVMA members deployed in War Zones will be waived IAW section 5.5 A1.
- C. Transfers to 23-7 from other Chapter's, will have their Chapter Dues waived until next scheduled Dues date (30 June of the calendar year, at which time they will begin paying dues).
- D. Aux Chapter Dues of \$10 will be paid NLT 30 Jun of each calendar year. New Aux members will follow same criteria in section 5.5a.2.

### **Section 5.3 Patches**

New members purchasing patches of the Combat Veterans Motorcycle Association will be done so at cost plus shipping and handling.

### **Section 5.4 National Dues**

Annual dues of \$20 will be assessed effective March 1, 2010 for all Full Members (Combat Veterans) and \$10 for Support Members (non-combat veterans) and Auxiliary Members. Dues for CVMA members deployed in a war zone will be waived. Dues for all members are payable by June 30th of each year. Dues for all new members joining between January 1st and June 30th will be considered as paid in full for the balance of the current dues year and the following dues year. Dues for new members joining between July 1st and December 31st will be for the current dues year only.

### **Section 5.5 Capitol of Texas Chapter 23-7 Dues**

Chapter 23-7 dues will be \$10.00, due by June 30th, with the following provisions:

a. Deployed members. The Chapter will waive Chapter dues for deployed military members within the following guidelines:

1. A member must be deployed for a minimum of six months during the fifteen month period prior to 30 June. An example would be deployed beginning 1 November 07 for a six month period. The member would be exempt from dues normally covering 1 July 07 – 30 June 08.
2. New members joining the organization within three months prior to 30 June (Apr - June) will only pay for the upcoming Dues year. For example – a new member joins 15 May; they would pay the Chapter dues of ten dollars and that would cover their membership from 1 July until 30 June of the next calendar year. All other will pay Chapter Dues IAW Section 5.2.

b. Delinquent Members. With the exceptions noted above for deployed military members, Chapter dues are payable on 1 July each year and cover a period until 30 June the following year. Members are considered delinquent if their dues are not current by 1 July each year. When the member becomes delinquent, the Capitol of Texas Chapter 23-7 CEB will declare the member “not in good standing” and their 201 file will be annotated “Member has failed to pay Chapter



Dues and is no longer in good standing within the Chapter. They will have no Vote in any Chapter Business until dues are paid".

## **Article 6: OFFICERS**

### **Section 6.1 Designation of Officers**

- A. The elected officers of the CVMA Capitol of Texas Chapter 23-7 are designated as command positions and are comprised of the Commander, Executive Officer, Sergeant-At-Arms, Secretary, Treasurer, and Public Relations Officer.
- B. Chapter staff positions are comprised of Senior Road Captain, Road Captains, Chaplain, Quartermaster and Web Master and may be appointed at the Chapter Commander's discretion.
- C. Command positions may only be held by a chapter full member. Staff positions may be held by any 23-7 chapter member to include the Auxiliary and Support members.

The Chapter Public Relations Officer may be filled by any chapter member in good standing. If this position is filled by an Auxiliary or Support member, then it immediately becomes a Staff position and will inherit Staff position restrictions outlined in section 6.2.

### **Section 6.2 Staff Positions**

Staff positions are important to the CVMA operations, but are not considered a part of the chain of command. Staff positions will not have access to command-based information and votes of the Chapter Executive Board.

### **Section 6.3 Qualifications**

The officers of the Combat Veterans Motorcycle Association 23-7 chapter shall qualify any other specific requirement that may be in force in the State of Capitol of Texas at any given point and time.

## **Article 7: CAPITOL OF TEXAS CHAPTER 23-7 ELECTIONS**

### **Section 7.1 Eligibility**

All members shall be eligible for any office in the Capitol of Texas Chapter 23-7, provided that they are active and a paid member in good standing, have a minimum of 1 year in the CVMA and six months in the Capitol of Texas Chapter to hold an elected officer position.

### **Section 7.2 Nomination**

The general membership elected officers for the Capitol of Texas Chapter 23-7 Chapter Executive Board shall be nominated and elected at the annual meeting. Special Meetings will be held if/when officer positions become available during the year. Biographies for members interested to run for an officer position will be called for no later than 90 days prior to the election by the Commander. Members wishing to run for office will submit a biography to the Sergeant-At-Arms to verify eligibility. The Chapter Secretary will distribute biographies of all eligible candidates to all chapter members 30 days prior to the election. All candidates who submit their biographies past this 30 day deadline will not be eligible to run during this election cycle. The only exception is any deployed member who returns after the 30 day deadline and before the election may submit their biographies for consideration.

### **Section 7.3 Offices**

No member shall hold two general membership elected offices (Within the Chapter or at the State, Regional, or National levels) at the same time.

### **Section 7.4 Good Standing**

Elected and appointed officers must remain active members of the Combat Veterans Motorcycle Association and remain in good standing for the duration of the term in office.

### **Section 7.5 Term of Office**

Chapter Officers will serve for a term of two years and will assume office the day of the election. To maintain continuity within the CEB officers' terms, we will elect the Commander, Sergeant-At-Arms and Secretary in even numbered years and the following year elect the Executive Officer, Public Relations Officer, and Treasurer in odd numbered years. In the event of a special elected officer, they will serve until the next scheduled election for that office.

### **Section 7.7 Elections**

Nominations and elections must be made at the annual Chapter Meeting by a majority vote. All members receiving nominations and who are a candidate for election must be present at the time of the election. The Commander will vote only in the event of a tie. Special elections for replacement of an officer resignation will be called for by the CEB on an as needed basis.

### **Section 7.8 Resignation**

Should an elected officer resign from office for any reason the Capitol of Texas Chapter 23-7 will notify members of a special election, nominations will take place immediately and election of a replacement will take place at the next meeting.

## **Article 8: DUTIES OF CHAPTER OFFICERS**

### **Section 8.1 Capitol of Texas Chapter 23-7 Chapter Executive Board**

The Capitol of Texas Chapter 23-7 Chapter Executive Board, are the officers holding the positions of Commander, Executive Officer, Sergeant-At-Arms, Secretary, Treasurer and Public Relations Officer. The Capitol of Texas Chapter 23-7 Chapter Executive Board is responsible for the execution of authorized policies, by majority vote, fills vacancies in any office of the Capitol of Texas Chapter 23-7 Chapter Executive Board, and submits to the meetings and recommendations affecting policies of the Capitol of Texas Chapter 23-7, which have been previously approved. The Capitol of Texas Chapter 23-7 CEB is responsible for reporting by-law infractions, as well as actions taken, to the National Board of Directors for their review.

### **Section 8.2 Commander**

The Commander is the Chief Executive Officer of the Capitol of Texas Chapter 23-7. The Commander is a command position and will have a vote in all command-type decisions. All matters concerning relations between the association and any outside person or organization should be routed to the Commander for appropriate action. The Commander will have the option to preside over all meetings of the Capitol of Texas Chapter 23-7, issue the call for regular and special Capitol of Texas Chapter 23-7 Chapter Executive Board meetings, schedule regular

elections, and carry out the directives of the Capitol of Texas Chapter 23-7 Chapter Executive Board. The Commander will receive all Chapter Patches. The Commander will work with the Secretary to find venues to hold scheduled chapter meetings. The Commander will maintain a communication channel with the Texas State Representative, other Chapter Commanders and the NBOD. He/she will be authorized to sign checks written against the chapter accounts. He/she will be placed on bank signature card. The Chapter Commander's role and authority will be governed by the standing National by-laws.

### **Section 8.3 Executive Officer**

The Executive Officer shall coordinate all committees and supervise planning for all Capitol of Texas Chapter 23-7 events. The Executive Officer is a command position and will have a vote in all command-type decisions. The Executive Officer shall act as an intermediary between the Commander and the members. Additionally the Executive Officer is second in command to the Commander and in the commanders absence assumes all duties of the commander and any additional duties assigned. The XO will be authorized to sign checks written against the chapter accounts and will be placed on the bank signature card. He/she will be placed on bank signature card. The XO will also assist in preparing and participate in chapter patching ceremonies.

### **Section 8.4 Sergeant at Arms**

The Sergeant at Arms is responsible for ensuring that By-laws and Standing rules of order of the Capitol of Texas Chapter 23-7 are not violated, and that orders of the Officers are carried out in an expeditious manner. The SAA is a command position and will have a vote in all command-type decisions. He/she is responsible for policing and keeping order at all Capitol of Texas Chapter 23-7 events. The Sergeant at Arms is responsible for the safety and security of the Capitol of Texas Chapter 23-7. The Sergeant at Arms will maintain order during meetings and check members ID cards before each meeting, and assume all duties to office. The SAA will ensure that the election process is held in compliance with National and Chapter By-Laws. The SAAs will be able to conduct a short information brief on a protocol topic each scheduled chapter meeting. A Sergeant at Arms will do a face to face with all applicants, ensure applicant reads and understands chapter bylaws and National Protocol. The SAA will attend or designate a representative to attend the COC&I and UCoA meetings and disseminate pertinent information to the Commander, Chapter Executive Board, and chapter membership.

### **Section 8.5 Secretary**

The Secretary is responsible for recording, making and keeping all Capitol of Texas Chapter 23-7 records, including the membership lists, the by-laws, Rules of Order, Standing Rules, records of all committee appointments, all written reports, copies of all correspondence between the Capitol of Texas Chapter 23-7 and any outside person or organization, and shall keep correct minutes of the proceedings of the Capitol of Texas Chapter 23-7 Chapter Executive Board and general membership meetings. The Secretary will record all motions and vote results that occur during a meeting or quorum. The Secretary, under the direction of the Commander, prepares all reports required of him and assumes all additional duties to office. The Secretary will assist in scheduling venues to hold monthly chapter meetings. The Secretary will work with chapter treasurer on dues rosters. He/she will assist new members in completing applications and patch agreements, check for correctness, and forward records of all applicants and those members wanting chapter back patches. He/she will have meeting minutes provided to the commander for approval within 7 days after the chapter meeting. Once approved, He/she will forward them to the Texas State Representative and to chapter webmaster for posting on web resources. Additionally, the

Secretary will forward all sanctioned event flyers and participation rosters to the Texas State Representative and Texas State Historian. The Secretary is a command position and will have a vote in all command-type decisions.

### **Section 8.6 Treasurer**

The Treasurer shall keep correct and complete books and record of Chapter accounts. The Treasurer maintains all funds of the Capitol of Texas Chapter 23-7 and disburses funds to pay expenses as prescribed in the by-laws. He/she will be on a bank signature card and be allowed to write checks on that account. The Treasurer will collect Capitol of Texas Chapter 23-7 dues and other forms of income due to the Capitol of Texas Chapter 23-7, maintain the accounting books, make payments from the Capitol of Texas Chapter 23-7s funds when so ordered by the Capitol of Texas Chapter 23-7, or National Board of Directors, and able to sign all Capitol of Texas Chapter 23-7 checks approved by the Executive Officer or Commander. Make regular monthly reports of the Capitol of Texas Chapter 23-7s financial status to the Capitol of Texas Chapter 23-7 CEB, the general membership, and the State Representative and National Board of Directors annually, and assumes all additional duties to office. The Treasurer is a command position and will have a vote in all command-type decisions.

### **Section 8.7 Public Relations Officer**

The Public Relations Officer (PRO) will maintain a file and have it ready to brief at each meeting of all CVMA functions and possible events from other CVMA Chapters. He/she or she will be in charge of all the Chapter publicity, in conjunction with and approved by the NBOD. Other duties will include public speaking about the chapter when needed, coordination with appropriate printed news, TV, and radio announcement personnel to showcase chapter events. All printed material that represents the CVMA and the chapter will be presented to the PRO for review. The PRO will then present the approved materials to the Chapter Commander for approval. The Public Relations Officer is a command position and will have a vote in all command-type decisions.

### **Section 8.8 Road Captain**

The Senior Road Captain (SRRC) and Road Captain(s) (RC) are appointed positions by the Commander. The Senior Road Captain is responsible for all Capitol of Texas Chapter 23-7 runs. He/she shall oversee the research, plan, and organization of all runs. During actual time on the road or at intermediate stops during a run, the RC shall act as ranking officer, deferring only to the Commander, Executive Officer or Sergeant at Arms. The Commander, at his discretion, may appoint multiple Road Captains with specific geographic responsibilities. Chapter members can apply to become a Road Captain and be appointed by the Commander. All road captain positions are staff positions and does not have a vote in all command-type decisions.

### **Section 8.9 Webmaster**

The Webmaster is an appointed position by the Commander. The Webmaster is a staff position and does not have a vote in all command-type decisions. The Webmaster must have computer experience and is responsible for maintaining all Chapter web based communications to include: Chapter Webpage, Chapter Google group and Chapter Facebook accounts. When needed, He/she will inform commander of members that are not following guidance on web resources for action. He/she shall assist Chapter members in all matters concerning our web based communication and perform additional duties as assigned. When required will brief at chapter meetings.

### **Section 8.10 Quartermaster**

The Quartermaster is an appointed position by the Commander. He or she will be responsible for maintaining and selling all Chapter procured merchandise. He or she will issue individual receipts for any items sold. Reconciliation with the Chapter Treasurer will happen at the end of each scheduled meeting with receipts and funds being provided for the Treasurer. Duties also include informing the Commander when supplies drop below 25% so items may be reordered and briefing at chapter meetings. The Quartermaster is a staff position and does not have a vote in all command-type decisions.

### **Section 8.11 Chaplain**

The Chaplain is an appointed position by the Commander. The Chaplain is a staff position and does not have a vote in all command-type decisions. Chaplain will provide spiritual guidance to the membership. He or she will provide assistance during emergency situations. The Chaplain will visit with members, veterans, and their families to provide comfort and encouragement. He or she may be called upon to provide the invocation, dedication prayers, and benedictions.

### **Section 8.12 Historian**

The Historian is an appointed position by the Commander. The Historian is a staff position and does not have a vote in command-type decisions. The Historian will document the activities of chapter. Details should include but are not limited to chapter attendees, dates, locations, event details, fliers, persons of interest, and event results. This information should be readily accessible and available to all chapter members and State Representative.

### **Section 8.13 Auxiliary Liaison**

The Auxiliary Liaison is an appointed position by the Commander. The Auxiliary Liaison is a staff position and does not have a vote in command-type decisions. This position will act as a representative of the auxiliary members to the Chapter Executive Board. The Aux Liaison will keep an open channel of communication between each auxiliary member and the Commander or Chapter Executive Board. This person will participate in all auxiliary meetings and will report the results of those meetings to the Commander or Chapter Executive Board.

## **Article 9: DELEGATIONS**

### **Section 9.1 Appointed**

Delegations will be appointed by the Commander, but are subject to the approval of the State Representative to represent the association at any convention, meeting, rally, or other assembly that may be deemed necessary, and all delegations are authorized to exercise only those powers specifically vested in them by the Capitol of Texas Chapter 23-7 CEB

## **Article 10: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **Section 10.1 Execution of Instruments, Deposits and Funds**

The Chapter Executive Board, except as otherwise provided by these By-laws, may by resolution authorize any officer or agent of the chapter to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may be general or confined to specific instances. Unless authorized, no officer, agent or employee shall have any power or authority to bind the Chapter by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

### **Section 10.2 Checks and Notes**

Except as otherwise specifically determined by resolution of the Chapter Executive Board, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness shall be signed by the Treasurer, Commander, or Executive Officer of the Chapter.

### **Section 10.3 Deposits**

All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, trust companies, or other depositories as the Chapter Executive Board may select.

### **Section 10.4 Gifts**

The Chapter Executive Board may accept on behalf of the Chapter any contribution, gift, bequest, or device for the non-profit purposes of this Chapter. Likewise, the Capitol of Texas Chapter 23-7 CEB, at its sole discretion, may provide with Chapter operating funds, small gifts of insignificant intrinsic value, to persons, companies, or other legal entities to recognize support or contributions to the Chapter for advancement of Veterans issues.

### **Section 10.5 Treasury Audit**

At the annual meeting, the Chapter Executive Board shall establish a committee, comprised of not less than two or more than five full members, to audit the financial records of the Chapter. The committee will conduct the audit within thirty days of appointment and provide a report to the membership NLT August 31 of each calendar year. The report will be filed in the permanent Chapter records and may be provided to other parties as required by National by-laws or articles of incorporation.

### **Section 10.6 Benevolent Fund**

This fund will be used as assistance relief for a chapter member in time of need to help with food, rent or utilities. Assistance through community programs should be sought prior to issuance. An annual limit will be \$150 per member incident. This fund will be subsidized by the Chapter using methods such as donations, fundraising, and other chapter events. The chapter benevolent fund holdings are not to exceed an amount of \$1000.00. Once the \$1000.00 fund ceiling has been reached, funds gained in such a manner will then be deposited in to the chapter general fund. Use of these funds will be at the discretion of the Chapter Executive Board per chapter bylaws, chapter policies, and 501c(19) directives and guidelines.

Although kept in the same chapter bank account as other revenues, the chapter treasurer will maintain a separate recording of benevolent funds and report those funds at chapter scheduled meetings. Members must request assistance in writing through the chapter command staff. Written request must contain details regarding the community programs members have pursued

and the status of those efforts. A majority vote by the CEB and is authorized to be conducted via telephone or email in order to speed processing. Funds given out will not be required to be given back.

## **Article 11: AMENDMENTS**

### **Section 11.1 Altered**

These By-laws may be altered or repealed and new By-laws adopted at the annual Capitol of Texas Chapter 23-7 meeting by a two-thirds vote of the members present or by the Chapter Executive Board, only to revise a conflicting Article and/or Section.

### **Section 11.2 Amendments**

Approved or accepted amendments take effect immediately.

### **Section 11.3 Changes**

Any changes to any Article and/or Section of the Capitol of Texas Chapter 23-7 of the Combat Veterans Motorcycle Association Capitol of Texas will be discussed and voted on by a quorum.

### **Section 11.4 Precedence**

If any Capitol of Texas Chapter 23-7 by-laws conflicts with Combat Veterans Motorcycle Association National by-laws, the National by-laws will take precedence over the Capitol of Texas Chapter 23-7 by-laws.

### **Section 11.5 Conflicting**

If any Combat Veterans Motorcycle Association Capitol of Texas By-laws conflicts with Federal and/or State or Capitol of Texas Domestic Non-profit Veterans 501(c) (19) provisions and/or statutes, the conflicting Article(s) and/or Sections(s) shall be revised, by the Board of Directors and shall take effect immediately.

### **Section 11.6 Policy Letters**

Policy letters are to be used in order to document any unwritten chapter methods or procedures. As a collection, these polices will be referred to as the policy handbook. Policies may be passed by a majority membership vote during the monthly member chapter meeting. Approved policies will take effect immediately. The Policy Handbook will be maintained by the Chapter Secretary and made available to the membership along with the chapter by-laws. Amendments, changes, or the rescinding of a policy can be done at a chapter meeting. Any policy affecting the rights of the members may only be passed by a two-thirds vote of the members present.

## By Laws Change History

<b>Description of Change</b>	<b>Revision</b>	<b>Date</b>
1. By-Law rewrite	2.0	2/28/15
2. By-Law Proposals	2.1	7/25/15
a. 7-7-15A	Amend Article 6, Section 6.1	
b. 7-7-15B	Amend Article 10, Section 10.6	
c. 7-17-15A	Amend Article 10, Section 10.5	
3. By-Law Proposals	2.2	7/24/16
a. 5-17-16A	Amend Article 4, Section 6	
b. 5-17-16B	Amend Article 7, Section 7	
c. 5-17-16C	Amend Article 8, Section 7	
d. 5-17-16D	Amend Article 8, Section 4	
e. 5-17-16E	Amend Article 8, Section 5	
f. 5-17-16F	Add Article 8, Section 12	
g. 5-17-16G	Amend Article 8, Section 3	
h. 5-17-16H	Amend Article 11, Section 6	
i. 5-17-16J	Amend Article 7, Section 2	
j. 5-19-16	Amend Article 8, Section 14	