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January 12, 2024

Ms. Sandra J. Franks, Adjutant
Shreveport/Bossier City Chapter #30
Disabled American Veterans
7012 Suntan Street
Shreveport, LA 71108

EIN: 51-0191400

Dear Adjutant Franks:

The Constitution and Bylaws for Shreveport/Bossier City Chapter #30, Department of Louisiana, is hereby approved as of this date.

Of special note, Article V, Section 15 of the Chapter Bylaws indicates that the Information Technology Officer is responsible for controlling the ZOOM Video Meeting platform. While it is absolutely fine for the chapter to conduct virtual meetings of the Chapter Executive Committee, or any other chapter committee, the current Chapter Bylaws do not permit for the use of virtual platforms for chapter meetings. If the intent of the chapter is to include virtual participation during chapter meetings, the Chapter Bylaws must specifically be amended to include the language noted in *Article 9, Section 9.2, Para. 1 of the National Bylaws*.

A copy of this document is being returned to Chapter #30 along with a copy to the Department. A copy is also being retained in our permanent files here at National Headquarters for future reference.

Sincerely,

A handwritten signature in blue ink that reads 'Michael E. Dobmeier'.

Michael E. Dobmeier
National Judge Advocate

MED:cmb
Enclosure

c: Department of Louisiana

ARTICLE I

AUTHORITY:

Section 1. Under the authority of Article IV of the National Constitution of the Disabled American Veterans, a federal corporation, there has been and is hereby established the "Shreveport-Bossier City Chapter #30, Disabled American Veterans" located in the city of Shreveport or Bossier City, State of Louisiana.

ARTICLE II

ALLEGIANCE:

Section 2. The "Shreveport-Bossier City Chapter #30, Disabled American Veterans", organized and existing under the provisions of Article IV of the National Veterans Service Organization, known as "Disabled American Veterans" incorporated and Chartered by an act of Congress, hereby acknowledges to affiliation with, and submits itself to the control of the National Organization, according to the decisions made in conformance with the National Constitution and By-laws and regulations legally adopted by vote of the National Executive Committee and agrees to abide and be bound to the National Constitution and By-Laws as now in force or hereafter amended.

ARTICLE III

MEMBERSHIP:

Section 1. Eligibility for membership in this Chapter shall be as provided for in Article III of the National Constitution of the Disabled American Veterans as now existing or hereafter amended.

Section 2. All applicants to membership must be eligible for membership under the provisions of membership under one (1) of the Article.

Section 3. There shall be no forms of class or membership except active membership as herein provided. Honorary and Standby memberships are prohibited.

Section 4. Life membership dues shall be in accordance with the Disabled American Veterans National Constitution and By-Laws.

Section 5. The Membership fiscal year shall commence on 1 July and end on midnight, 30 June the following year.

Section 6. A membership transfer may be made from another Chapter to this Chapter by the petitioning member requesting a transfer to this Chapter. The Chapter will then vote to accept the new member and the vote must pass by a fifty-one (51%) margin. A

transfer request shall be filled out and sent to DAV Membership Headquarters for approval.

Section 7. No member shall, by virtue of his membership, acquire any property rights or any present or existing right in or to the property which this Chapter may now have or hereafter acquire. Each member agrees that he or she shall not be entitled to any refund on dues or other payments on resignation, transfer, or expulsion, or any other termination of his or her membership. Each member agrees that he or she shall not receive any money or other things of value because of any service rendered or to be rendered to the chapter, as a member, officer, or otherwise, unless the same is expressly authorized by the Chapter.

ARTICLE IV

MEETINGS:

Section 1. The regular meeting of this Chapter shall be on the first Thursday of each month at 6:30 pm at the place in a city mentioned in Article 1, Section 1, as designated by this Chapter.

Section 2. One regular meeting shall be held per month.

Section 3. Special meetings may be called by the Commander whenever he or she deems it necessary or when requested in writing to do so by ten (10) or more members of the Chapter in good standing.

Section 4. The call of any such special meeting shall state specifically the purpose for which it is called, and no other business, other than that specified in the call, shall be transacted at that meeting.

Section 5. Quorum shall consist of a majority of the Executive Committee.

Section 6. Any member in good standing of another Chapter of the Disabled American Veterans may attend any meeting of this Chapter, without the right to vote. Except for Department or National Officers, no visiting member shall speak on any subject under debate without permission of the Commander or approval of the Chapter by majority vote.

Section 7. Non-members qualifying for membership may visit one Chapter meeting to determine if they desire to become a member of the Chapter. Any guest, invited by the Chapter to speak or make a presentation, will be recognized and introduced by the Officer of the Day immediately after the opening ceremony, given time to address the membership, and then excused prior to the regular order of business.

ARTICLE V

OFFICERS AND THEIR DUTIES:

Section 1. Elected Officers of this Chapter shall consist of a Commander, Senior Vice Commander, Two Junior Vice Commanders, Treasurer, Judge Advocate, Sergeant-at-Arms, Officer of the Day, Department Executive Committeeman and Alternate Department Executive Committeeman.

Section 2. Appointed Officers of this Chapter shall consist of an Adjutant, Chaplain, Historian, Service Officer, and such Committee Chairmen as shall be hereafter provided, who shall be appointed by the Commander unless disapproved by the Chapter.

Section 3. The Commander, or in his/her absence, the next highest officer, shall preside at all regular or special called meetings of the Chapter. He/she shall maintain order and dispatch such business as may be legally come before him/her. He/she shall perform all other duties that may be reasonably be assumed to be incident to this office, excluding those set forth in the Constitution and in the Disable American Veterans Ritual, and such other duties as may be lawfully delegated to him/her by this Chapter.

Section 4. The Senior Vice Commander, Junior Vice Commanders, Judge Advocate and Adjutant, in the order named, shall perform the duties of the Commander in the event of his/her absence, or if he/she should die, resign or be removed, until a successor is elected.

Section 5. The Adjutant shall keep a true and complete record of all business conducted by the Chapter, including all of the minutes of the Chapter meetings. He/she shall conduct as necessary correspondence to keep an up-to-date list of membership in good standing, maintain a list of former members and other eligible members, and record all such sums collected, without deduction or offset, to the Treasurer immediately upon receipt. This Chapter's minutes and finance records will be kept in a location determined by the Chapter.

Section 6. The Treasurer or other authorized person(s) shall receive and deposit, within one working day, all money in a bank account in the name of the Chapter, without any deduction or offset. Disbursements will be made by checks or vouchers, signed by two authorized persons. He/she shall keep a system of accounts approved by the Chapter and shall preserve all receipts of expenditures by the Chapter, and submit the required report as of June 30, to National Headquarters and to the Department of Louisiana within 90 days.

Section 7. The Senior Vice Commander shall perform the duties of his/her station as set forth in the Official Disabled American Veterans Ritual and shall be the Chairman of the Executive Committee. He/she shall encourage friendship among the members of the organization, discourage discord and promote harmony. Subject to the direction of the Chapter, He/she acts as Chairman of the Membership Committee, to the end that

every eligible person may become a member. Unless disapproved by the Chapter, he/she may appoint one or more members to assist him/her in such membership activities.

Section 8. The Junior Vice-Commanders shall perform the duties of their station as set forth in the Official Disabled American Veterans Ritual. They shall see that every member is given a reasonable opportunity to state his/her views on any subject under discussion in a meeting of this Chapter, not inconsistent with the Constitution or Roberts Rules of Order. They shall, at all times, encourage loyalty to the United States of America, The Disabled American Veterans, and to the members of this Chapter subject to the direction of the Chapter. He/she shall act as the Chairman of the Social Activities of this Chapter, and unless disapproved by the Chapter, they may appoint one or more members to assist.

Section 9. The Chaplain shall perform the duties of his/her station as set forth in the Official Disabled American Veterans Ritual. He/she shall visit the sick and comfort the families of their members, who, from time to time, are called to the great beyond. He/she shall be responsible for encouraging attendance at Disabled American Veterans funerals and the proper conduct thereof. Subject to the direction of this Chapter, he/she may appoint one or more members to assist in these duties.

Section 10. The Historian shall keep a brief history of the activities of the Chapter during his/her term of office, to be kept on a permanent record of the Chapter. He/she shall also act as the Publicity Officer of the Chapter, and regularly furnish proper publicity material to local newspapers, radio stations, and Official Disabled American Veterans National and Department newspapers with the approval of the Commander. No other member shall cause any publicity to be given of any Chapter activity concerning the Chapter without approval of the Commander.

Section 11. The Service Officer shall advise and assist veterans in the line of duty in time of war, and their dependents, in the technical preparation and prosecution of their equitable claims for the benefits from any governmental agency and in securing suitable and gainful employment. Service Officers are required to attend Chapter meetings on a regularly scheduled basis.

Section 12. The Judge Advocate, upon request of the Commander, shall render an opinion upon parliamentary questions, upon any question arising out of any dispute on the floor of the assembly, or the Constitution or By-Laws of the National or Department Organization. Upon receipt of his/her opinion, the Commander, or presiding officer, if the Commander is not in the Chair, shall announce his/her ruling or decision, which may not be in accordance with the opinion of the Judge Advocate and such decision shall be final and binding upon the Chapter unless, one (1) over-ruled by a two-thirds vote upon appeal from such a decision, taken at the meeting during which the decision was announced and (2) reversed upon an appeal taken to the next higher governing body within thirty (30) days after such decision is made known.

Section 13. The Officer of the Day shall perform the duties of his/her office as set forth in the Disabled American Veterans Ritual. He/she shall welcome all visitors and see that each person is properly introduced.

Section 14. The Sergeant-at-Arms and the Color Guard shall perform the duties of their respective office as set forth in the Disabled American Veterans Ritual.

Section 15. The Information Technology (IT) Officer shall keep a digital record of official meetings. Control ZOOM Video Meeting platform, assignment of all official email addresses for the Chapter and Chapter Webpage. The IT Officer shall be appointed by the Commander to serve one (1) term.

Section 16. In addition to the forgoing, the respective Chapter Officers shall faithfully perform and carry out such other and further duties as may be properly assigned to them, from time to time, by the Commander.

Section 17. A member may only hold one (1) elective Chapter Office at a time. A delegate to a National or Department Convention is not holding an "elective office" within the meaning of this section. Except as otherwise provided herein, an elective officer may also hold an appointed office and vice versa.

Section 18. The office of Adjutant and Treasurer shall not be held by the same person. The Service Officer may hold any other elective or appointed office. The Commander or Vice Commander shall not hold the office of the Adjutant.

Section 19. By accepting any elective or appointed office, each member agrees that his/her service shall be rendered gratuitously and that he/she shall not be entitled to any reimbursement for any sums advanced, or spent unless expressly authorized by the Chapter at a regular meeting and no Chairman, Committeeman, Chapter Officer or Chapter member shall have the authority to incur expense or obligation or bind the Chapter, evidenced by a majority vote at a Chapter or Executive Committee meeting.

Section 20. Each member, by accepting any elective or appointed office, promises and agrees to perform the duties of such office or appointment to the best of his/her ability to act and conduct himself/herself in such a manner, at all times and places, as well only affect the good of the organization to enforce and sustain the Constitution and the By-Laws of the National and Department organization, and when his/her successor has been duly selected or appointed to surrender to him/her, without notice or demand, all of the records and other property of this Chapter or of this organization in his/her possession under their control.

ARTICLE VI

COMMITTEES

Section 1. The Standing Committees of this Chapter, in addition to those otherwise provided for in this Constitution, shall be the Welfare Committee, Audit Committee, Social Activities Committee, Membership Committee, Chapter Home Committee, and other committees as may be authorized by the Chapter. All committees must have two members approval to take any action.

Section 2. The Commander, except as otherwise expressly provided in this Constitution, shall appoint the membership of each committee and designate the Chairman, unless disapproved by the Chapter, and may serve as an Ex-Officio member on all Committees appointed by him/her. The Commander may make expenditures not to exceed \$1500.00 without Chapter approval within a 30 day period.

Section 3. Welfare Committee. It shall be the duty of this Committee to keep informed as to the public and private agencies and organizations which offer temporary or permanent assistance to disabled veterans or their dependents and to assist such persons in securing proper aid and assistance. The Chairman or any two members of the Welfare Committee may make expenditures not to exceed \$1500.00 without Chapter approval. Cash will not be given to persons requesting assistance and no individual will be granted assistance more than once without the approval by the majority of the members present at the Chapter meeting.

Section 4. Audit Committee. The Audit Committee shall be comprised of three (3) members excluding the Commander, Senior Vice Commander, Treasurer, and the Adjutant. This Committee shall insure that the annual audit is submitted to the Department and the National Headquarters Organization within ninety (90) days after the close of the accounting year. Close of the accounting year is June 30 and the deadline for submitting the annual report is October 31.

Section 5. Social Activities Committee. The Social Activities Committee shall secure speakers, on other than partisan subjects, political subjects or other concerning sectarian or labor dispute, and entertainers for Chapter meetings and Chapter affairs, by and with the prior approval of the Commander subject to Article V, Section 18, of this Constitution.

Section 6. Membership Committee. There may be no investigation by a committee or individual(s) into the potential eligibility of an applicant for membership. Should an individual claim to be eligible for membership under Article 11 of the National By-Laws, the application along with their payment, must be submitted directly to the National Headquarters to be processed. Any questions regarding an individual's eligibility should be addressed to the National Adjutant. The decision of the National Adjutant shall be final in accordance with Article 11, Section 11.2, paragraph (b) of the National By-Laws.

Section 7. The BINGO Session Manager shall be appointed by the Chapter Commander to operate and oversee the BING activity. The gaming account will be maintained by the Session Manager and all expenditures will be by check and approved by two (2) signatures. The gaming account will be maintained in accordance with the Louisiana Department of Revenue/ Office of Charitable Gaming directives.

Section 7a. Any Chapter member who works for a Bingo Hall or an Organization for Profit is prohibited from any form of Chapter Bingo activity.

Section 8. Chapter Home Committee. The Chapter Home Committee, comprised of at least three (3) but not more than five (5) members, shall have the responsibility for overseeing the Chapter Home. They have the authority to make repairs to the Home. The Committee may expend funds up to \$1500.00 for this purpose. The Committee shall determine what major repairs, replacements, and or modifications that may become necessary and report the same to the Chapter Executive Committee for action. The Chapter Home may be used by active chapter or auxiliary members upon request of and approval of the Chapter Executive Committee. There must be an active member present at all Chapter Home functions.

ARTICLE VII

NOMINATIONS AND ELECTIONS

Section 1. The annual election of Officers shall be held at the first meeting in February of each year.

Section 2. All nominations must be submitted from the floor at the January General Membership meeting. Nominations may also be made during the election at the February General Membership meeting.

Section 3. All voting for officers or delegates shall be by written ballot, except by unanimous consent.

Section 4. It shall require a majority of votes cast to elect a candidate for any office or a Department or National delegate or alternate.

Section 5. In the event of a vacancy of any elective office, nominations and elections to fill such vacancy may be made at the same meeting.

Section 6. All nominations for either Department or National Delegates shall be made at the meeting at which they were elected, election for National Convention Delegates shall be as directed by National Headquarters.

Section 7. Installation of officers elected and appointed at the regular annual meeting shall be made at the time and date selected by the incoming Commander.

ARTICLE VIII

EXECUTIVE COMMITTEE

Section 1. The Chapter shall elect an Executive Committee at each annual election until such Committee shall be dispensed with three-fourths of the vote of the members present and voting.

Section 2. The Executive Committee shall be composed of the Commander, the Vice Commanders, the Treasurer, four (4) Chapter Committeemen, the Department Executive Committeeman, the Judge Advocate, and in accordance with Article VII of this Constitution, and the four (4) Committeemen who shall be elected thereafter at each Chapter election. The Committee shall be chaired by the Senior Vice Commander. None of the Committeemen shall hold any other elective office in this Chapter.

Section 3. After an Executive Committee has been elected and so long as it continues to function, no expenditures shall be voted upon or authorized by the Chapter in excess of \$1500.00 unless first referred to the Executive Committee for its recommendation, unless by three-fourths vote of the members present. All fund raising projects and all agreements and contracts must be referred to the Committee for its recommendations before being acted upon by the Chapter.

Section 4. The Executive Committee shall make recommendations to the Chapter from time to time, which it believes will be of benefit to the Chapter.

Section 5. The Executive Committee shall also act as a Resolution Committee and no resolution shall be adopted by the Chapter unless first submitted to the Executive Committee for its recommendation, except by a three-fourths affirmative vote at a Chapter business meeting.

Section 6. In the event this Committee fails to make a recommendation on any matter referred to it at the next regular Chapter meeting, the Chapter, by majority vote, may act upon such a matter without receiving the recommendation of the Executive Committee.

Section 7. The minutes of the Executive Committee shall be reviewed at the next following regular Chapter meeting. The approval of the minutes by the Chapter shall recognize recommendations by the Executive Committee as reported in such minutes. When the minutes are reviewed, any Chapter member may request that any part thereof be discussed and or voted on separately.

Section 8. The Executive Committee shall hold one regular meeting each month and may hold special meetings upon the call of the Chairman or the Commander. Each member of the Committee shall be given notice in writing of the time and place of each special meeting not less than 48 hours prior to the holding thereof, except with the

consent of a quorum of the Committee. A majority of the members of the Committee shall be a quorum.

Section 9. Any one or more of the Executive Committee may be removed from office and the vacancy filled as provided in Article IX, Section 1 of this Constitution.

Section 10. One of the purposes for the creation and continuance of the Executive Committee shall be to provide a means for the discussion of routing and other business affairs of the Chapter and to make recommendations of desired action, to reduce the time which might otherwise be consumed during Chapter meetings in such discussion, and this streamlining Chapter meetings and to provide for earlier adjournment and the time for entertainment and social activities, but leaving, in the hands of the Chapter, sole power to approve or disapprove such recommendations or to act, in whole or part, contrary thereto the Chapter to retain the final right of action.

Section 11. The Chapter Executive Committee is comparable to, and shall act, in the capacity of a corporate board of directors.

ARTICLE IX

RESTRICTION AND MISCELLANIOUS

Section 1. The Chapter may direct that notice be sent to any elective or appointed officer who has failed to attend three consecutive meetings of the Chapter, or who, in the opinion of the Chapter, does not appear to be fulfilling the duties of his/her office, will be considered. At the meeting set forth in such notice, the Chapter, by two-thirds vote of the members present and voting, may declare the office vacant and such officer recalled. If an elective officer, his/her office shall be filled by nomination and election at the same meeting. If an appointed office, the Commander shall appoint another member to fill such a vacancy, unless disapproved by the Chapter.

Section 2. The rules contained in the Roberts Rules of Order shall govern This Chapter in cases in which they are applicable and in which they are inconsistent with this Constitution or the National Constitution.

Section 3. The order of business at any regular meeting shall be prescribed in the Official Disabled American Veteran Ritual and as the needs of the Chapter may necessitate.

Section 4. There shall be no voting by proxy. Only members in good standing shall be entitled to vote on any question.

Section 5. The prescribing officer may, but is not obligated to, vote only in the case of a tie, or when his/her vote would affect the result.

Section 6. All disciplinary actions taken or commenced against members or officers shall be in accordance with Article XVI of the National By-Laws.

Section 7. Except as otherwise expressly provided in the National By-Laws, this Chapter shall not sponsor or engage in, directly or indirectly, any fund raising or finance project without the prior approval of the DAV Department of Louisiana.

Section 8. All elected and appointed officers are bonded through the National Headquarters and the bond premium paid in accordance with the National By-Laws.

Section 9. The full official Disabled American Veterans Ritual shall be observed at not less than one Chapter meeting each month, and the "short form" may be used at other meetings only under exceptional circumstances. All members shall be encouraged to purchase and wear the official Disabled American Veterans lapel pin and cap.

Section 10. The name of this Chapter of the Disabled American Veterans must not be used in conjunction with, nor shall the Chapter enter into or engage in any political sectarian or labor dispute, nor in any manner, not directly relating to wartime service-connected veterans provided, however, that nothing in this section shall prohibit this Chapter from participation in political issues which have a direct bearing upon the welfare of America's disabled veterans as distinguished from the welfare of veterans or citizens as a whole.

ARTICLE X

AUXILIARY

Section 1. This organization recognizes the Disabled American Veterans Auxiliary and the rights of anyone to join the ranks of the Disabled American Veterans Auxiliary subject to its supervision and recommendations.

Section 2. Copies of the Auxiliary rosters and financial records will be furnished to the chapter within the time frames prescribed by the National Headquarters.

ARTICLE XI

EFFECTIVE DATE AND AMENDMENTS

Section 1. The Constitution shall not become effective until adopted by three-fourths vote of the members present and approved by the National Judge Advocate.

Section 2. The Constitution may be amended only by having the proposed amendment submitted and read at one meeting. After discussing it at the next regular business

3. To the extent which the provisions of the Constitution may, at any time, become inconsistent with the provision of the Constitution and the By-Laws and lawful mandates, the decisions and regulations of either the Department of Louisiana or the National Department as now in force and hereafter amended, this Constitution, shall be deemed as conform hereto.

CERTIFICATE OF ADOPTION


The above Constitution was adopted by the Shreveport/Bossier City Chapter #30, Disabled American Veterans, at Shreveport, Louisiana, this 6th day of July 2023.

Submitted for approval on August 2, 2023

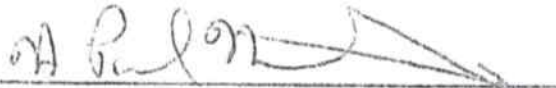


Don Wilson, Commander Chapter 30

Attest:



Sandy Franks, Adjutant, Chapter 30



PDC Paul Herman, Adjutant, Department of Louisiana



Charles "Tex" Stevenson, Judge Advocate, Department of Louisiana



I CERTIFY that the within constitution and/or by-laws does not conflict with those of the National Organization, and to that extent, is approved.

Date: 7/21/24
DAV National Judge Advocate