



## **EXCERPTS FROM DAV NATIONAL CONSTITUTION AND BYLAWS, 2022**

### **CONSTITUTION**

#### **ARTICLE IV—ADMINISTRATION**

Section 1: The administrative affairs of this Chapter shall be vested in the Chapter Executive Committee in emergencies only, and all other actions of the Chapter Executive Committee must be ratified by a majority vote of those Chapter members present and voting at the next regular Chapter meeting.

Section 2: The Chapter Executive Committee shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander(s), Treasurer and any other elected Chapter officers.

Section 3: At the time specified in the Chapter Bylaws, the Chapter shall elect annually a Commander, Senior Vice Commander, Junior Vice Commander(s) and a Treasurer. Such other officers as may be necessary to operate the Chapter may be appointed by the Commander, with the approval of the Chapter. Neither the Chapter Commander nor any Chapter Vice Commander may serve as Chapter Adjutant or Treasurer.

#### **BYLAWS. Chapter 17, dated 2009**

#### **NOMINATIONS AND ELECTIONS**

All voting for officers shall be by written ballot, except by unanimous consent. In the event of a vacancy of any elective office, nominations and election to fill such vacancy may be made at the same meeting.

Installation of Chapter officers shall take place within thirty (30) days of their election or appointment. Officers elected or appointed to fill vacancies shall be installed at the same meeting at which they are elected or appointed.

#### **EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the Commander, the Vice Commanders, the Treasurer and four (4) Chapter Executive Committee Members, the latter to be elected from Chapter members in good standing as above provided and in accordance with "Nominations and Elections."

Four (4) such committee members shall be elected thereafter at each annual Chapter election. The Committee shall elect its own Chairman from its membership, who shall not be the Commander.

None of the four (4) Chapter Executive Committee Members shall hold any other elective office in this Chapter.

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 \$50.00 unless first referred to the Executive Committee for its recommendations, except by a three-fourths Chapter vote. All fundraising projects and all agreements and contracts must be referred to the Executive Committee for its



recommendations before being acted upon by the Chapter. The Executive Committee shall make recommendations to the Chapter, from time to time, which it believes will be of benefit to the Chapter. The 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 recommendations, except by a three-fourths affirmative Chapter vote. In the event this Committee fails to make recommendations upon any matter referred to it within a reasonable time, the Chapter, by majority vote, may act upon such matter without receiving the recommendations of the Committee.

### **ARTICLE 3—EXECUTIVE COMMITTEE**

Section 1: The Chapter Executive Committee shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander(s), Treasurer and any other elected Chapter officers.

Section 2: Meetings of the Chapter Executive Committee will be called by the Commander or at the request of a majority of its members, made in writing to the Commander.

Section 3: Appointed officers, committee chairmen and other Chapter members may attend the Chapter Executive Committee meetings, but without the right to vote.

Section 4: A majority of the members of the Chapter Executive Committee shall constitute a quorum.

Section 5: The Chapter Executive Committee may act for the Chapter only in emergencies and at all other times shall recommend courses of action to the Chapter in session.

### **ARTICLE 4—OFFICERS**

Section 1: The Chapter shall elect annually a Commander, Senior Vice Commander, Junior Vice Commander(s) and a Treasurer. Neither the Chapter Commander nor any Chapter Vice Commander may serve as Chapter Adjutant or Treasurer.

Section 2: The Commander, with the approval of the Chapter, shall appoint the Adjutant and Chapter Committees, with the exception of the Nominating Committee, which shall be elected by the Chapter.

Section 3: Such other officers as may be necessary to operate the Chapter may be appointed by the Commander, with the approval of the Chapter.

Section 4: A Chapter officer report shall be submitted to the State Department and National Organization within ten (10) days after the installation of newly elected or appointed Chapter officers or in the event of any subsequent change in the Chapter officers during the membership year.

Section 5: There shall be no voting by proxy or voting by absentee ballot.



#### **ARTICLE 5—QUALIFICATIONS**

Section 1: Any person who is a member of this Chapter shall be eligible to any elective or appointive office in this Chapter, except as otherwise provided in this Constitution and Bylaws.

#### **ARTICLE 6—TENURE OF OFFICE**

Section 1: Officers for the Chapter shall be nominated during meeting and again the immediately prior to the election meeting.

Section 2: Elected and appointed officers shall be installed within thirty (30) days of their election or appointment. They shall serve for one (1) year or until newly elected or appointed officers have been installed.

Section 3: Unexcused absence of any officer from three (3) consecutive meetings shall be cause for removal by the Chapter, and the Commander is empowered to appoint a Chapter member to serve the unexpired term, subject to the approval of the Chapter.

Section 4: In the event the office of Commander shall be vacated for any reason, the Senior Vice Commander shall be elevated to Commander, Junior Vice Commander to Senior Vice Commander and the vacancy filled as outlined in Para. 1 of this Section.

Section 5: It shall require a majority vote of those Chapter members present and voting to elect a candidate for any Chapter office. It shall also require a majority of votes cast to elect delegates or alternates to a State or National Convention.

#### **ARTICLE 7—MEMBERSHIP**

Section 2: Only members of the Chapter in good standing are eligible to vote on any motion or at any election.

#### **RESTRICTIONS AND MISCELLANEOUS**

The Chapter may direct that notice be sent to any elective or appointive officer who has failed to attend three (3) 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, stating that at the next regular meeting (giving the time and place), the matter of his/her recall from office will be considered. At the meeting set forth in such notice, the Chapter, by a vote of two-thirds of those Chapter members present and voting, may declare such 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 appointive officer, the Commander shall appoint another member to fill such vacancy with the approval of the Chapter.



The rules contained in Robert's Rules of Order, Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws, the Department Constitution and Bylaws or the National Constitution and Bylaws. The order of business at any regular Chapter meeting may be as prescribed in the Official DAV Ritual, and as dictated by the needs of the Chapter. Adherence to the Official DAV Rituals is not a requirement. There shall be no voting by proxy or by absentee ballot. Only members in good standing and present shall be entitled to vote on any question or at any election. The presiding officer shall be entitled to vote only in case of a tie or where the voting is by written ballot. Each member accepting or retaining membership in the Chapter agrees to be bound by this Constitution and Bylaws and the DAV National and Department Constitution and Bylaws, now in force or hereafter adopted or amended.

By accepting any elective or appointive office, a member agrees that his/her services shall be rendered gratuitously and that he/she shall not be entitled to reimbursement for any sums advanced, incurred or spent unless expressly authorized by the Chapter at a regular Chapter meeting. No chairman, committeeman, Chapter officer or other Chapter member shall have the power or authority to incur any expense or obligation or bind the Chapter, unless by prior express approval of the Chapter, evidenced by a majority vote at a regular meeting. A member, by accepting any elective or appointive 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 manner, at all times and places, as will only affect the good of the Organization; to enforce and sustain this Constitution and Bylaws, and the Constitution and Bylaws of the National and Department organizations; and when his/her successor has been duly elected or appointed, to surrender to him/her without notice or demand all the records and other property of the Chapter or of the Organization in his/her possession or under his/her control.

**DAV Chapter 17 Elected Officer Positions for 2023-2024**

<b>Commander</b>	The Commander, or in his/her absence the next highest officer, shall preside at all regular or special meetings of the Chapter. He/She shall maintain order and dispatch such business as may legally come before him/her. He/She shall perform all other duties that may reasonably be assumed to be incidental to his/her office, including those set forth in this Constitution and Bylaws and in the Official DAV Ritual and such other duties as may be lawfully delegated to him/her by the Chapter
<b>Senior Vice Commander</b>	The Senior Vice Commander shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/She shall encourage friendship among the members of this Organization, discourage discord and promote harmony. Subject to the direction of the Chapter, he/she shall act as Chairman of membership solicitation activities to the end that every eligible veteran may become a member. With the approval of the Chapter, the Senior Vice Commander may appoint one or more members to assist him/her in such membership activities.
<b>1<sup>st</sup> Junior Vice Commander</b>	The Junior Vice Commander(s) shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/She shall see that every member is given a reasonable opportunity to state his/her views on any subject under discussion in a meeting of the Chapter, not inconsistent with this Constitution and Bylaws or Robert's Rules of Order, Revised. He/She shall, at all times, encourage loyalty to the United States of America, to the DAV and to the members of the Chapter. Subject to the direction of the Chapter, he/she shall act as Chairman of the Americanism activities of the Chapter and, with the approval of the Chapter, may appoint one or more members to assist him/her as such Chairman.
<b>2<sup>nd</sup> Junior Vice Commander</b>	The Junior Vice Commander(s) shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/She shall see that every member is given a reasonable opportunity to state his/her views on any subject under discussion in a meeting of the Chapter, not inconsistent with this Constitution and Bylaws or Robert's Rules of Order, Revised. He/She shall, at all times, encourage loyalty to the United States of America, to the DAV and to the members of the Chapter. Subject to the direction of the Chapter, he/she shall act as Chairman of the Americanism activities of the Chapter and, with the approval of the Chapter, may appoint one or more members to assist him/her as such Chairman.
<b>3<sup>rd</sup> Junior Vice Commander</b>	The Junior Vice Commander(s) shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/She shall see that every member is given a reasonable opportunity to state his/her views on any subject under discussion in a meeting of the Chapter, not inconsistent with this Constitution and Bylaws or Robert's Rules of Order, Revised. He/She shall, at all times, encourage loyalty to the United States of America, to the DAV and to the members of the Chapter. Subject to the direction of the Chapter, he/she shall act as Chairman of the Americanism activities of the Chapter and, with the approval of the Chapter, may appoint one or more members to assist him/her as such Chairman.
<b>Treasurer</b>	The Treasurer shall receive and immediately deposit all Chapter funds in a bank account in the name of the Chapter without any deductions or offsets. He/She shall make authorized disbursements only by checks or vouchers signed by the Treasurer and countersigned by the Commander. He/She shall keep a system of accounts approved by the Chapter and shall preserve all receipts and checks or vouchers for payments made. He/She shall render a monthly report of receipts and expenditures to the Chapter not later than the first regular Chapter meeting following the last day of each calendar month. An annual financial report, audited and approved by the Chapter Audit Committee, shall be submitted to the State Department and National Organization within ninety (90) days after the close of the accounting year of the Chapter, as required by the National Bylaws.



KEEPING OUR PROMISE TO  
**AMERICA'S VETERANS**

**GENERAL MELVIN J. MAAS MEMORIAL CHAPTER 17**

**DAV Chapter 17 Appointed Positions for 2023-2024 [To be filled After Elections]**

<b>Adjutant</b>	The Adjutant is responsible for keeping the Chapter's records and conducting the Chapter's official correspondence. He/She must keep detailed records of the Chapter's meetings and business affairs. All motions considered by the Chapter should be recorded along with the names of the members who make, second or speak on motions. The Adjutant is responsible for the membership records and should make certain they are kept up to date. At each business meeting, the Adjutant should read the minutes of the preceding meeting and make sure that a motion of approval or rejection is passed. At each Chapter meeting, the Adjutant should read all correspondence received between meetings and see that all matters which require action by the Chapter are properly disposed of. He/She should answer all correspondence promptly and file copies of his responses with the Chapter records. The Adjutant shall work closely with the Commander, Treasurer and other Chapter officers in order to efficiently carry out the duties of his office.
<b>Benefits Protection Team Leader/ Legislative Liaison</b>	Benefits Protection Team Leader (BPTL) primary responsibilities: Support DAV's national legislative program (approved resolutions); Develop a local grassroots network made up of DAV members, family, friends; Discuss key legislative issues at your DAV meetings; Distribute DAV Commander's Action Network (CAN) alerts at chapter and department meetings and encourage members to take action; Develop a relationship with elected and VA officials in your area; and Communicate DAV position to elected officials.
<b>Chaplain/Hospital Visitation Chair</b>	The Chaplain shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/She shall visit the sick and comfort the families of those members who pass away. He/She shall be responsible for encouraging attendance at DAV-conducted funerals and the proper conduct thereof. Subject to the direction of the Chapter, he/she shall act as Hospital Visitation Chairman and, with the approval of the Chapter, may appoint one or more members to assist him/her as such Chairman.
<b>Sergeant-at-Arms</b>	The Sergeant-at-Arms and the Color Guards shall perform the duties of their respective offices as set forth in the Official DAV Ritual.
<b>Judge Advocate</b>	The Judge Advocate, upon the request of the Commander of the Chapter, shall render an opinion upon all parliamentary questions, upon any question arising out of any dispute upon the floor of the assembly, or concerning the interpretation of this Constitution and Bylaws, or the Constitution or Bylaws of the National or Department organizations. 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 need not be in accordance with the opinion of the Judge Advocate. Such decision shall be final and binding upon the Chapter unless (1) overruled by a two-thirds vote of the members at the meeting during which the decision is announced or (2) reversed upon an appeal taken to the next higher governing body within thirty (30) days after such decision is made known.
<b>Officer-of-the-Day</b>	The Officer-of-the-Day shall perform the duties of his/her office as set forth in the Official DAV Ritual. He/ She shall welcome all visitors and see that each is properly introduced.
<b>Historian/Publicity Officer</b>	The Historian shall keep a brief history of the activities of the Chapter during his/her term of office, to be kept as a permanent record of the Chapter. He/She shall also act as Publicity Officer of the Chapter and regularly furnish proper publicity materials to local newspapers, radio stations and television outlets, as well as official DAV National and Department publications, with the approval of the Commander and the Executive Committee. No other member shall cause any publicity to be given to any Chapter activity, or concerning the Chapter, without the approval of the Chapter.

**Other Chapter Positions to be filled by Members for 2023-2024 [After Elections]**

<b>Chapter Service Officer</b>	The Service Officer shall advise and assist veterans disabled in the line of duty during time of war, and their dependents, in the preparation and processing of their claims for benefits from any governmental agency. He/She shall also assist them in securing suitable, gainful employment.
<b>Finance Committee</b>	Committees shall consist of not less than three (3), but not more than seven (7) members (except as may otherwise be herein provided), including the Chairman. Committees shall be appointed by the Commander, with the approval of the Chapter, with the exception of the Nominating Committee which shall be elected by the Chapter. The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas for small and midsize groups include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities appears below. Budgeting and Financial Planning; Develop an annual operating budget with the Executive Committee. Approve the budget within the finance committee. Monitor adherence to the budget. Set long-range financial goals along with funding strategies to achieve them. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives. Present all financial goals and proposals to the Executive Committee for approval.
<b>Audit Committee</b>	The Chapter shall have an Audit Committee composed of at least three (3) members of the Chapter, excluding the Commander, Senior Vice Commander, Treasurer, Adjutant and Finance Committee Chairman. The Audit Committee shall conduct an annual audit in accordance with the requirements of the National Bylaws.
<b>Nominating Committee</b>	Committees shall consist of not less than three (3), but not more than seven (7) members (except as may otherwise be herein provided), including the Chairman. Committees shall be appointed by the Commander, with the approval of the Chapter, with the exception of the Nominating Committee which shall be elected by the Chapter.
<b>Entertainment Committee</b>	Committees shall consist of not less than three (3), but not more than seven (7) members (except as may otherwise be herein provided), including the Chairman. Committees shall be appointed by the Commander, with the approval of the Chapter, with the exception of the Nominating Committee which shall be elected by the Chapter.