# DISABLED AMERICAN VETERANS 

## DEPARTMENT OF SOUTH CAROLINA

## CONSTITUTION <br> AND <br> BYLAWS



2010

BUILDING BETTER LIVES FOR<br>AMERICA 'S DISABLED VETERANS

## CONSTITUTION OF THE

## DISABLED AMERICAN VETERANS STATE DEPARTMENT OF SOUTH CAROLINA, INCORPORATED

PREAMBLE

For God and Nation, and for our commonwealth, we former members of the armed forces of the United States having aided in maintaining the honor, integrity, and supremacy of our country, holding in remembrance in sacrifices in common made and drawn together by strong bonds of respect and mutual suffering, solemnly and firmly associate ourselves together in creating the Disabled American Veterans, the principles and purposes of which shall be supreme allegiance to the United States of America, fidelity to its Constitution and laws; to hold aloft the torch of true patriotism to strive for a better understanding between nations that peace and goodwill may prevail; to cherish and preserve the memories to our military association, and to aid and assist worthy wartime disabled veterans, their widows, their orphans and their dependents.

## ARTICLE I - NAME

The name of this organization shall be, "Disabled American Veterans, Department of South Carolina, Inc."

## ARTICLE II - PURPOSE

To uphold and maintain the Constitution and the laws of the United States; to realize the true American ideals and aims for which those eligible for membership fought; to advance the interests and work for the betterment of all wounded, gassed, injured and disabled veterans; to cooperate with the United States Department of Veterans Affairs and all other public and private agencies devoted to the cause of improving and advancing the condition, health and interest of all wounded, gassed, injured and disabled veterans; to stimulate a feeling of mutual devotion, helpfulness and comradeship among all wounded, gassed, injured and disabled veterans; to serve our comrades, our communities and our country, and to encourage in all people that spirit of understanding which will guard against future wars.

## ARTICLE III - MEMBERSHIP

Section 1. The Disabled American Veterans, Department of South Carolina, Inc. shall consist of all chapters of the Disabled American Veterans in good standing, which shall have been duly organized and chartered as such within the state of South Carolina and which have been constituted and chartered in accordance with the provisions of the National Constitution of the Disabled American Veterans.

Section 2. Any man or woman, who was wounded, gassed, injured or disabled in line of duty during time of war, while in the service of either the military or naval forces of the United States of America, and who has not been dishonorably discharged or separated from such service, or who may still be in active service in the armed forces of the United States of America is eligible for membership in the Disabled American Veterans. Others, who are disabled while serving with any of the armed forces of any nations associated with the United States of America as allies during any of its war periods, who are American citizens and who are honorably discharged, are also eligible. The Disabled American Veterans shall not have honorary members.

Section 3. No member shall be expelled or limited as to the privileges of membership except for nonpayment of dues, indebtedness to the chapter, state or national organization, or as provided in Article XVI of the National Bylaws.

Section 4. No qualified applicant will be refused membership for any reason that is not consistent with the national constitution now existing or hereafter amended.

Section 5. The State Department Commander, with the approval of the Executive Committee may demand proof of eligibility from any applicant or member. Failure to comply with this authorized demand may result in the rejection of the application or result in charges of trial against the member as prescribed under the provisions of Article XVI of the National Constitution and Bylaws.

Section 6. Transfer of membership from one chapter to another shall be in accordance with the National Bylaws. A transfer request duly signed by the member approved will be submitted to the Membership Department of the National Headquarters. Transfer shall be upon the approval of the chapter and the transfer shall not affect the voting strength of either chapter until the first day of the next fiscal year.

Section 7. No member shall hold membership simultaneously in more than one chapter within the Department state territory, unless such other chapter is either Blind Veterans National Chapter, or any chapter composed exclusively of blind veterans, paraplegic veterans or amputation veterans.

## ARTICLE IV - POWERS

To have perpetual succession, with power to sue and be sued in courts of law and equity, to receive, hold, own, use and dispose of such property, both real and personal as shall be necessary for its corporate purposes; to adopt a corporate seal and alter the same at pleasure; to adopt a constitution, bylaws, and regulations to carryon its purposes, consistent with the laws of the United States, the state of South Carolina, or the National Constitution and Bylaws; to use, in carrying out the purposes of the corporation, such emblems and badges authorized; to establish and maintain offices for the conduct of its business; to establish chapters or auxiliaries with the approval of the National organization; to publish a newspaper or other publication devoted to the purposes of the organization, and generally to do any and all such things or acts as may be necessary and proper in carrying into effect the purposes of the corporation. To accomplish these purposes, these powers shall be invested in the administrative, legislative and executive functions of the corporation.

## ARTICLE V - ADMINISTRTATION

Section 1. The administrative powers of this organization shall be vested in the State Department Executive Committee, to be comprised of the State Department Commander, Past State Department Commanders, the elected State Department Officers and one representative from each of the chapters within the state as they are now, or may hereafter be, composed and included in this organization.

Section 2. The State Department Executive Committee shall be empowered to act upon any and all matters necessary for the continuity of the organization, provided, however, that such actions are not inconsistent with the mandates of the State Department Convention, nor contrary to this Constitution and Bylaws.

Section 3. Any correspondence on State Department letter head stationery by anyone other than the State Department Commander must be approved by the State Department Commander prior to mailing.

Section 4. No person elected as Department Commander may be reelected to succeed himself/herself.

Section 5. The principal place of business and office of the Department Adjutant shall be the Department Headquarters, 511 Violet St., W. Columbia, SC 29171 and mail to be sent to P.O. Box 5317, W. Columbia, SC 29171-5317.

## ARTICLE VI - LEGISLATION

Section 1. The supreme legislative powers of this organization shall be vested in a State Department Convention which shall meet once, each year to consider all matters under its jurisdiction.

Section 2. The State Department Convention will be composed of all elected State Department Officers, all Past State Department Commanders, and the duly authorized delegates of the chapters within the state, which are now, or may hereafter be, included in this organization.

Section 3. Between State Department Conventions, the State Department Executive Committee shall be empowered to act for the State Department Convention, provided; however, that no action may be taken that is inconsistent with the mandates of the State Department Convention.

Section 4. Mandates made by the State Department Convention shall be binding for one year only, unless such mandates are incorporated into the Constitution and Bylaws of this organization by due process.

Section 5. Each year the State Department Convention shall elect: a State Department Commander, Senior Vice Commander, Junior Vice Commanders, Treasurer, Judge Advocate, and Chaplain. A District Commander shall be elected by each of the seven districts, each District being formed by counties as follows:

First District: Beaufort, Berkely, Charleston, Colleton, Dorchester, Hampton, Jasper.

Second District: Allendale, Bamberg, Barnwell, Calhoun, Lexington, Orangeburg, Richland.

Third District: Abbeville, Aiken, Anderson, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda.

Fourth District: Greenville, Oconee, Pickens; Spartanburg.
Fifth District: Cherokee, Chester, Chesterfield, Fairfield, Kershaw, Lancaster, Union, York.

Sixth District: Clarendon, Darlington, Dillon, Florence, Lee, Marlboro, Sumter. Seventh District: Georgetown, Horry, Marion, Williamsburg.

The election of the District Commanders shall be ratified, or endorsed, by the State Department Convention.

Section 6. Voting Procedures at Convention.

## ARTICLE VII - EXECUTIVE

The executive powers of this organization shall be vested in the State Department Commander.

## ARTICLE VIII - AUXILIARIES

This organization recognizes an Auxiliary, the National Order of the Trench Rats, and Alley Cats as auxiliary units of the Disabled American Veterans, subject to its supervision and recommendations.

## ARTICLE IX - AMENDMENTS

Section 1. This Constitution may be amended by any State Convention by a three/fourth vote of the State Department Convention shall have the effect of ratification and shall constitute just cause for adoption of proposed amendments to the Constitution. All amendments to the State Department Constitution and Bylaws and ail resolutions shall be submitted in writing (doubled spaced) to all Chapter Commanders and State Department Officers no later than 60 days prior to the State Department Convention.

## ARTICLE X - AUTHORITY

The State Department of South Carolina has been organized under the authority and with the approval of the Disabled American Veterans, a national, organization, incorporated and chartered by the Congress of the United States, on June 17, 1932, as amended July 15, 1942.

## ARTICLE XI - POLICY

No member of this State, Department shall acquire any rights to property, real or personal, belonging to this State Department or any subordinate unit of this State Department.

## BYLAWS OF THE

## DISABLED AMERICAN VETERANS

## STATE DEPARTMENT OF SOUTH CAROLINA, INCORPORATED

## ARTICLE I - ORGANIZATION

## Section 1.1 GOVERNING BODIES

The governing bodies of this organization shall be the Department Convention, the Department Executive Committee, and the Chapters within the state of South Carolina.

## Section 1.2 RECORDS AND INSPECTION

Each body shall keep records of its proceedings which shall be opened for inspection review by persons appointed by the State Department Commander or Chapter Commander as appropriate.

## ARTICLE II - POLICY

## Section 2.1 NONPARTISAN SHIP

This organization shall be nonpolitical or non-sectarian and the name of this organization or name of any unit thereof shall not be used in representing the desires or wishes of its membership in any political, sectarian or labor dispute, except as hereinafter provided. Provided however, that the foregoing shall not prevent this organization nor any unit thereof from participating in political issues which have a direct bearing upon the welfare of America's Disabled Veterans.

## Section 2.2 LEGISLATIVE ACTIVITIES

Para. 1: No member shall appear before any legislative body and speak in the name of this organization, chapter or subordinate unit, as sponsoring or opposing any legislation contrary to any resolution then in effect with regard to such legislation, which has been regularly adopted by the State Department, or by a chapter, of which he is a member.

Para. 2: No legislation shall be sponsored or endorsed by any member of the State Department, chapter or other subordinate unit, on behalf of or in the name of the Disabled American Veterans unless it has been approved by a State Department Convention or by the State Department Executive Committee.

## ARTICLE III - STATE DEPARTMENT CONVENTION

## Section 3.1 SUPREME POWER

The supreme power of this organization is vested in the State Department Convention.

## Section 3.2 DURATION OF MANDATES

Mandates made by the State Department Convention shall be binding for one year only, unless such mandates are incorporated into the Constitution or By Laws as changes to those documents.

## Section 3.3 STATE DEPARTMENT CONVENTION

Para. 1: A State Department Convention shall be held during the month of May.
a. The State Department Convention shall be three, (3) days in length beginning on Friday and ending Sunday. However, on the Thursday of State Department Convention week workshops will be held. These shall be used to train all members in all aspects on D.A.V. functions.
b. The State Department and National Service Office shall be responsible for setting up the workshops and seminars. Attendance will be requested but not required. To be covered by the insurance policy of $\$ 500,000.00$ liability procured by National Headquarters, Disabled American Veterans, it is mandatory that all Chapter Service Officers attend.

Para. 2: The State Department Convention Committee shall be composed of a Committee Chairperson, Past Department commanders, and the Senior Vice Commander. The committee chairperson shall be appointed by the State Department Commander.

Para. 3: The site of the State Department Convention shall be determined by the State Department Executive Committee upon recommendation of the Department Convention Committee.

Para. 4: In the event the convention cannot be held at the place recommended by the committee, the Executive Committee, for just cause, may select a substitute site for the next convention.

## Section 3.4 COMPOSITION

The State Department Convention shall be composed of the elected State

Department Officers, Past State Department Commanders, and the delegates and alternates representing the chapters in good standing.

## Section 3.5 REGISTRATION FEE

Para. 1: The registration fee for the State Department Convention shall be determined by the convention committee.

Para. 2: The registration fee shall be paid before a delegate, member, or guest to the convention shall be entitled to be seated or vote until they have registered and such fee has been paid. Once the Credentials Committee has been dismissed, no other persons may register or be seated as a delegate, alternate delegate or guest.

Para. 3: official guests are exempt from registration fees.
Section 3.6 DELEGATES - NUMBER
Para. 1: Except as hereinafter specified, each chapter shall be entitled to two delegates for its charter.

Para. 2: Each chapter in good standing shall be entitled to one delegate for each ten (10) members or major fraction thereof.

Para. 3: Elected State Department Officers and Past State Department Commanders shall be considered delegates-at-large and, shall not count against chapter delegations.

Para. 4: Membership of newly chartered chapters shall be determined for the fore-going purpose, as of the first day of the month preceding the State Department Convention.

Para. 5: In the event a chapter is not represented by its full quota of delegates its votes shall be prorated among the delegates of the chapter in attendance.

Para. 6: No person shall be a delegate unless he is a member in good standing and is properly registered at the State Department Convention.

Para. 7: The term "active chapter in good standing" whenever used in this Constitution and Bylaws, shall be held to include only those chapters who have complied with the provisions of the National Constitution and Bylaws and shall submit to the State Department Adjutant the required forms for the current year prior to the State Department Convention Finances and Officers Reports.

## Section 3.7 ELECTION OF DELEGATES

All chapter delegates shall be elected by their respective chapters at least fifteen (15) days prior to the State Department Convention and shall be certified by the Chapter Commander or Adjutant in writing and be presented at the registration desk at the time of registration.

## Section 3.8 VOTING AT CONVENTIONS

Para. 1: No officer, Past State Department Commander, or Delegate shall be entitled to be seated or vote on any action before the convention unless he is a member in good standing, have in his possession a current membership card, and be duly registered at this convention.

Para. 2: Each elected State Department Officer, Past State Department Commander and each chapter delegate shall be entitled to cast one vote on each action before the convention.

Para. 3: The State Department Commander shall vote only to break a tie vote on any action brought before the convention.

Para. 4: The State Department Adjutant will render a statement of indebtedness to any chapter owing Department funds thirty (30) days prior to the convention Payment of these amounts shall free the chapter for the purpose of seating and voting of the delegation.

Para. 5: No person shall cast a vote in the State Department Convention in more than one representative capacity.

Para. 6: Each Chapter Executive Committeeman shall announce the vote of the delegation. When the poll of any delegation is demanded by a delegate there of entitled to vote, the Chapter Executive Committeeman shall poll the vote to such delegation without debate or discussion.

## Section 3.9 UNIT RULE AND PROXY PROHIBITIED

There shall be no form of unit rule or voting proxy.

## Section 3.10 RULES OF CONVENTION

Rule 1: Roberts Rules of Order, latest standard updated revision, will govern the State Department Convention, except as hereinafter provided and specifically stated.

Rule 2: For the purpose of recognition a delegate to the convention must: (1) stand, (2) address the chair as "Commander", (3) state his name and chapter or
title, and (4) shall proceed only after recognition by the chair.
Rule 3: Debate shall be limited to three (3) minutes on anyone subject by each speaker, except by $3 / 4$ (three-fourths) consent of the convention.

Rule 4: No more than two (2) delegates from anyone chapter will be permitted to speak on anyone subject, except by a 3/4 (three-fourths) favorable vote of the convention.

Rule 5: Recognition shall be granted only once to anyone speaker on any one subject. However, a rebuttal of not more than two (2) minutes may be permitted. Additional recognition may be granted by $3 / 4$ (three-fourths) affirmative vote of the convention. The privilege of a point of information shall be granted by the chair.

Rule 6: Recognition will be given for a point of order, and a decision rendered immediately, if necessary, the Judge Advocate will be referred to for an opinion. The decision of the chair will be final, except upon appeal to the convention as a whole.

Rule 7: No person who has talked for (or against) any motion, resolution, or report on the convention floor shall be permitted to make a motion to table same. A motion to table is not debatable and shall require a two-thirds affirmative vote. A tabled motion may be taken from the table, for reconsideration, by a majority vote.

Rule 8: Committee Chairmen are charged with the responsibility for the appropriate action of their committees and presenting the committee report to the convention.

Rule 9:
a. No resolution may be discussed by the convention until that resolution has been reported by a convention committee.
b. Resolutions referred to, but not reported favorable by such committees may be called up for consideration by proponents at the time a motion to discharge such committees is in order, but not before such a motion to discharge said committee is considered.
c. Resolutions approved by the convention shall be incorporated into the convention mandates. Resolutions pertaining to changes in the

Constitution or Bylaws shall be certified by the State Department Commander, Adjutant and the Judge Advocate and be forwarded to the National Headquarters for the required approval by the National Judge Advocate.

Rule 10: Convention Committees may originate resolutions on subjects under committee jurisdiction.

Rule 11: Nominations for State Department offices shall be made by the Nominating Committee and from the floor.

Rule 12: The State Department officers shall serve as officers of the convention. The State Department Adjutant shall serve as the secretary of the convention.

Rule 13: The State Department Secretary or a Public Stenographer hired by the Department shall take the minutes of the State Department Convention. The minutes of the Convention shall be prepared and presented to all Chapters, Officers and members of the Executive Committee by the State Department Adjutant at the Second SEC meeting.

Rule 14: The State Department Sergeant-at-Arms shall be the Sergeant-at Arms at the convention.

Rule 15: The State Department Commander shall be the presiding officer of the convention.

## Section 3.11 CONVENTION COMMITTEES

Para. 1. The Convention Committees shall be: Rules, Credentials, Resolutions, Convention, Constitution and Bylaws, Nominating, and any other committees deemed necessary by the State Department Commander.
a. Rules: The State Department Executive Committee shall be the Committee on Rules.
b. Credentials:
c. Resolutions:
d. Constitution and Bylaws:
e. Nominating: The Nominating Committee shall be comprised of Past Department Commanders and a seated Chapter Delegate.

The Chairperson of the Nominating Committee shall be chosen by the Past Department Commanders at the Convention. Each candidate for office shall have five (5) minutes to address the committee. No member offering for office shall be allowed to remain in the committee room, during the voting, for the office, in which they are offering.

Para 2. Accredited delegates, alternates, or state officers may appear before any convention committee to speak on any issue under consideration, provided they contact the chairman or secretary of the committee and make an appointment of such appearance. All state officers and members of permanent committees are subject to call during committee sessions.

Para 3. Convention committee reports must be submitted by resolution and may not be briefed together to cover the entire report.

Para 4. All committee reports shall be submitted to the convention prior to the election of officers.

## Section 3.12. AMENDMENTS TO RULES

The foregoing Rules of the State Department Convention may be amended or suspended by a majority vote of the State Department Convention. This provision will take precedence over any other section of these By-laws to the contrary.

## Section 3.13 FORM OF CREDENTIALS

The form of convention credentials shall be as designated by the Convention Committee and approved by the State Executive Committee.

## ARTICLE IV - THE STATE DEPARTMENT EXECUTIVE COMMITTEE

## Section 4.1. MEMBERS

Para. 1. The State Department Executive Committee shall be composed of the elected State Department Officers, Past State Department Commanders, and one Delegate from each of the active chapters.

Para. 2. Appointed State Officers will be ex-officio members of the Executive Committee.

## Section 4.2. STATE DEPARTMENT EXECUTIVE MEETINGS

The State Department Executive Committee shall meet no less than four (4) times each year. The first shall be conducted during the Convention and after the swearing in of the newly elected officers. Appointed officers will be administered the oath by the newly elected Department Commander at this meeting. Subsequent

SEC meetings shall be scheduled by the State Department Commander.

## Section 4.3 SPECIAL MEETINGS

Para. 1. During the State Department Convention, whenever the Commander deems it necessary, a special meeting of the State Department Executive Committee may be called.

Para. 2. At other times, the Commander may call a special meeting of the State Department Executive Committee, and must do so upon the written demand of forty percent (40\%) of the committee members. Any member of the State Department may attend the meetings of the State Department Executive Committee, without voice or vote. When considering matters pertaining to personal problems, the committee may declare itself in Executive Session.

Para. 3. The regular business of the organization requiring the consideration of the State Department Executive Committee between scheduled meetings shall be transacted through the office of the State Department Commander.

## Section 4.4. POWERS

In addition to the other powers given by this Constitution and Bylaws, all legislative, administrative, and executive matters not otherwise specifically covered by provisions of the Constitution and Bylaws and regulations of the organization or by an enactment of the State Convention, shall be determined by the State Department Executive Committee.

## ARTICLE V - STANDING COMMITTEES

## Section 5.1. FINANCE COMMITTEE

Para. 1. The Finance Committee shall consist of five (5) voting members who shall be appointed by the State Department Commander and approved by the State Department Convention. No elected officer shall be a voting member of the Finance Committee, except the State Department Treasurer.

Para. 2. Finance Committee vacancies between conventions shall be appointed by the State Department Commander with the approval of the Executive Committee.

## Section 5.2. BUILDING AND GROUNDS COMMITTEE

Para. 1. The Building and Grounds Committee shall consist of three (3) members who shall be appointed by the State Department Commander and approved by the State Department Convention.

Para. 2. Vacancies shall be filled by the State Department Commander and approved
by the State Executive Committee.
Para. 1. The VAVS Committee shall consist of seven (7) members, one from each district in addition to the Department Hospital Service Coordinators and VAVS Representatives. Each district is responsible to elect a committee person. No elected officer shall be a member of the VAVS Committee and it shall be chaired $b$ the Department VAVS Chairman.

Para. 2. VAVS Committee vacancies between conventions shall be filled by the District Commander.

Para. 3. The VAVS Committee is a committee designed to promote the welfare of existing programs and to create new programs at the VA Medical Facilities.

## Section 5.4. LEGISLATIVE COMMITTEE

Para. 1. The Legislative Committee shall consist of seven (7) voting members, one from each district. Each district is responsible to elect a committee person. No elected officer shall be a voting member of the Legislative Committee. The Legislative Committee shall be chaired by the Department Legislative Chairman.

Para. 2. The Legislative Committee is a committee designed to promote legislation and legislative issues that will enhance and improve the welfare of the veteran.

Para. 3. Legislative Committee vacancies between conventions shall be filled by the District commander.

## Section 5.5 MEMBERSHIP COMMITTEE

Para. 1. The Membership Committee shall consist of seven (7) voting members, one from each district. Each district is responsible to elect a committee person. No elected officer shall be a voting member of the Membership Committee. The Membership Committee shall be chaired by the Department Senior Vice Commander.

Para. 2. Membership Committee vacancies between conventions shall be filled by the District Commander.

Para. 3. The membership Committee is a committee designed to promote membership and membership issues that will enhance and improve the welfare of the veteran.

## SECTION 5.6 PUBLIC RELATIONS COMMITTEE

Para. 1. The Public Relations Committee shall consist of seven (7) voting members, one from each district. Each district is responsible to elect a committee
person. No elected officer shall be a voting member of the Public Relations Committee. The Public Relations Committee shall be chaired by the Department First Junior Vice Commander.

Para. 2. Public Relations Committee vacancies between conventions shall be filled by appointment by the District Commander.

Para. 3. The Public Relations Committee is a committee designed to promote public relations and community issues that will enhance and improve the welfare of the veteran.

## Section 5.7 FUND RAISING COMMITTEE

Para. 1. The Fund Raising Committee shall consist of seven (7) voting members, one from each district. Each district is responsible to elect a committee person. No elected officer shall be a voting member of the Fund Raising Committee. The Fund Raising Committee shall be chaired by the Department Second Junior Vice Commander.

Para. 2. Fund Raising Committee vacancies between conventions shall be filled by appointment by the District Commander.

Para. 3. The Fund Raising Committee is a committee assigned to promote fund raising and fund raising issues that will enhance and improve the welfare of the veteran.

## Section 5.8. AUDIT COMMITTEE

Para .. 1. The Audit Committee shall consist of five (5) members who shall be appointed by the State Department Commander and approved by the Department Convention.

Para. 2. Audit Committee vacancies between conventions shall be appointed by the State Department Commander with approval of the Executive Committee.

Para. 3. The Audit Committee shall conduct an audit of the Financial records of the State Department. The Audit Committee may audit the financial records of the State Department at other times as deemed necessary or appropriate.

Para. 4. The Audit Committee shall conduct an audit of the financial records of the HSC and VAVS programs at least once a year and may audit the financial records of the HSC and VAVS at other time as deemed necessary or appropriate.

Para. 5. In compliance with the National Bylaws, where there is a question of Chapter financial records, the Department Commander may send the audit
committee to audit that Chapters financial records. All expenses of the Audit Committee members will be at the Chapter's expenses. The expense shall include current Department mileage payment, lodging and meals.

Para. 6. If the annual income, excluding membership per capita, exceeds $\$ 300,000.00$ from all sources, the State Department financial records must be audited by a Certified Public Accountant.

Para. 7. The books, records and accounts of the Treasurer shall be audited by an Audit Committee, excluding the Department Commander and Department Senior Vice Commander and other Vice Commanders as well as the State Department Treasurer, State Department Adjutant and any member of the Department Finance Committee. A qualified Accountant in accordance with the DAV National Bylaws at the close of business on June 30 of each year may audit the books. The results of this audit, together with the financial statement 'shall be submitted to the National Adjutant no later than ninety (90) days after the closing of the fiscal year. This report will be read at the next State Department Convention.

## ARTICLE VI - CHARTERS

## Section 6.1. POWER TO APPROVE

The State Department Organization shall have the authority to approve all. Charters granted to chapters within the state. Such approvals shall be certified: by the signature of the State Department Commander on all applications to the National Headquarters for Charters.

## Section 6.2. CHARTERS

Para. 1. Formation of Chapters within the state shall be in accordance with Article 6 of the National Bylaws and Article VIII of these Bylaws.

Para. 2. Charters of Disabled American Veterans Chapters, Auxiliaries, and other subordinate units may be suspended or revoked in accordance with Article 6 Section 6.4 of the National Bylaws.

Para. 3. Each Chapter must keep a complete financial record of all monies received, expended and remitted, in accordance with the instructions contained in Section 9.3 of the National Bylaws. Included in these requirements are having an annual audit and forwarding said reports to the State Department within ninety (90) days after close of the accounting year, which shall be the membership year, commencing July 1 and ending the following June 30. It is required that all chapter financial records and statements be made available to the chapter treasurer and that he, or his designated representative, render complete financial reports, including all receipts, all expenditures and all funds
on hand at each meeting.
Para. 4. If in the opinion of the State Department, a financial audit of the Chapter is necessary and the State Department commander so authorizes it, such audit will be conducted at Chapters expense.

## ARTICLE VII - STATE DEPARTMENT OFFICERS

## Section 7.1. ELECTIVE STATE DEPARTMENT OFFICERS

Para. 1. The State Department Convention will elect a State Department Commander, a Senior Vice Commander, a First Junior Vice Commander, a Second Junior Vice Commander, a Judge Advocate, a Chaplain and a Treasurer.

Para.2. The tenure of elected State Department Officers shall be from time of installation immediately prior to adjournment of the convention at which they were elected until their successors have been elected and installed.

Para. 3. The retiring State Department officers shall turn over to the succeeding officers all monies, records, and property of the organization entrusted to them without delay. An accounting will be made, and the succeeding officers will certify as to the receipt of such monies, records and property entrusted to them. The title of all monies, records, and. property shall remain with the organization and no disposition of said monies, records, or property shall be made without the consent of the Executive Committee, except as herein provided.

## Section 7.2. APPOINTIVE STATE DEPARTMENT OFFICERS

The State Department Commander shall appoint a State Department Adjutant, a Chief of Staff, an Inspector General, a Legislative Chairman, a Sergeant-at-Arms, an Officer of the Day, and may appoint such other officers as may be provided in the Bylaws and such other officers as he may deem necessary to carry out the functions of the State Department. The tenure of office of the appointed officers shall be at the pleasure of the appointing power provided that no term of office shall exceed that of the appointing power, except to the other applicable sections of these Bylaws.

## Section 7.3. THE STATE DEPARTMENT COMMANDER

The State Department Commander shall be the Chief Executive Officer. He shall be the presiding officer at the State Department Convention and Executive Committee meetings, and perform such duties as provided in these Bylaws. He shall, with the approval of the State Convention or the Executive Committee, make such appointments as are provided in these Bylaws, or as he, in his judgment, shall deem necessary to carry out the business of the organization or
for the good of the order.

## Section 7.4. THE STATE DEPARTMENT SENIOR VICE COMMANDER

Para. 1. The office of the Senior Vice Commander shall correspond to that of the First Vice President of a corporation.

Para. 2. In the absence of the State Department Commander, for any reason, he shall assume and perform the duties of the State Department Commander.

Para. 3. The Senior Vice Commander performs such duties as may be reasonable assigned by the State Department Commander. The Senior Vice Commander shall chair the Membership and Awards committees.

Para. 4. The Senior Vice Commander will promote the welfare of the State Department and Chapters and will assist in resolving any controversies that may arise within the seven districts.

Para. 5. In the event of the demise, inability to serve, resignation or removal for cause, of the Commander, he shall assume the duties of the Commander.

## Section 7.5. THE STATE DEPARTMENT 1ST JUNIOR VICE COMMANDER

Para. 1. The office of the First Junior Vice Commander shall correspond to that of the Vice President of a corporation.

Para. 2. In the absence of the State Department Senior Vice Commander, for any reason, he shall assume and perform the duties of the State Department Senior Vice Commander.

Para. 3. The First Junior Vice Commander performs such duties as may be reasonably assigned by the State Department Commander. The First Junior Vice Commander will Chair the Public Relations Committee.

Para. 4. The First Junior Vice Commander will promote the welfare of the State Department and Chapters and will assist in resolving any controversies that may arise within the seven districts.

Para. 5. In the event of the demise, inability to serve, resignation or removal for cause of the Senior Vice Commander, he shall assume the duties of the Senior Vice Commander.

## Section 7.6. THE STATE DEPARTMENT 2ND JUNIOR VICE COMMANDER

Para. 1. The office of the 2nd Junior Vice Commander shall correspond to that of the Vice President of a corporation.

Para. 2. In the absence of the State Department First Junior Vice Commander, for any reason, he shall assume and perform the duties of the State Department First Junior Vice Commander.

Para. 3. The Second Junior Vice Commander performs such duties as may be reasonably assigned by the State Department Commander.

Para. 4. The Second Junior Vice Commander will promote the welfare of the State Department and Chapters and will assist in resolving any controversies that may arise within the seven districts.

Para. 5. In the event of the demise, inability to serve, resignation or removal for cause of the First Junior Vice Commander, he shall assume the duties of the First Junior Vice Commander.

## Section 7.7. THE DISTRICT COMMANDERS

Para. 1. The District Commanders shall be elected by a caucus of each chapter commander or their representative to a one (1) year term with the option of a second ( $2^{\text {nd }}$ ) year at the pleasure of his/her district, one (1) vote per chapter.

Para. 2. The District Commander shall be a member of the Membership and Awards Committees and shall be directly involved with membership recruitment within their District.

Para. 3 .. The District Commander will conduct a minimum of four (4) meetings within their District each year.

Para. 4. The District Commander will meet with the State Department Commander and Line Officers at a regular scheduled meeting once each quarter or as requested by the State Department Commander.

Para. 5. The District Commander shall promote the welfare of the Chapters within his District and the State Department.

Para. 6. District Commanders should appoint an aide to the District Commander for that District upon the approval of the State Department Commander.
a. The Aide shall be appointed at the State Convention each year.
b. The Aide shall serve a term of one (1) year.
c. The Aide shall be available to conduct business for the District in the absence of the District Commander.

## Section 7.8 THE STATE DEPARTMENT ADJUTANT

Para. 1. In addition to the other duties set forth in these Bylaws, the Adjutant will act as Executive Director of the Organization and shall be Secretary to the Executive Committee, Headquarters, and the Finance Committee, but without a vote.

Para. 2. He/she shall keep a record of all chapters, including the members thereof, fifteen (15) days prior to the convening of the State Convention, he/she shall mail to each Chapter Commander and Adjutant a list of all active chapters within the State and the voting strength of each chapter. This list of votes shall include two (2) votes for the Chapter Charter and one (1) vote for each ten (10) members or a major fraction thereof, as determined by the last membership listing received from National Headquarters. The voting strength of each chapter will be read to the State Convention prior to the first voting.

Para. 3. The State Department Adjutant shall have charge of the State Department Seal and will serve as the official custodian of the records of the State Department.

Para. 4. Upon taking office, he/she shall receive all property and records of the State Department delivered to him/her by his/her predecessor and shall deliver an inventory of such property to the State Department Commander within fifteen (15) days after taking office.

Para. 5. He/she shall receive all communications and conduct all correspondence necessary to the performance of his/her duties, and shall keep copies of the same as a part of the permanent records of the State Department.

Para.6. He/she shall render a statement to any chapter within the department not less than thirty (30) days prior to each State Department Convention, listing any indebtedness. On payment of such amounts, he/she shall furnish that chapter with a statement that it is free of indebtedness for the purpose of determining whether that chapter's delegates shall be entitled to a seat and a vote at the state convention.

Para. 7. He/she shall keep such hours as may be necessary for the performance of his duties and will be provided with sufficient funds to carry out those duties. All expenditures shall be recorded on vouchers to the treasurer.

Para. 8. The office of the Adjutant shall be the State Department Headquarters for the performance of his/her duties as State Department Adjutant.

Para. 9. The Adjutant shall with the prior approval of the Executive Committee, open his/her books, records, and files to the inspection by any member in good standing of the State Department.

Para. 10. The State Department Adjutant shall perform such other duties as may be reasonable assigned to him/her by the State Department Commander, the Executive Committee, or the State Convention.

## Section 7.9. THE STATE DEPARTMENT SERVICE OFFICER

Para. 1. The State Department Service Officer shall provide assistance to the State Department, the State Department Contact Officers, the Chapters, individual members and other veterans as necessary. The State Department Service Officer will determine the priority of the work load.

Para.2. All State Department funds expended by the State Department Service Officer in support of Chapter activities will be reimbursed by that chapter and failure to do so may cause suspension of support given that chapter by the Department.

Para. 3. The State Department Service Officer will be provided sufficient budgetary funds and supplies to carry out the duties of the office. All expenditures will be charged to the appropriate budget line item and will be dispensed by voucher by the State Department Treasurer.

Para. 4. The State Department Service Officer shall carry out such, duties as may be reasonably assigned.

Para. 5. The State Department Service Officer will provide administrative assistance as required.

Para. 6. The Department Service Officers place of duty/assignment will be directed by the Department Commander.

## Section 7.10. THE STATE DEPARTMENT TREASURER

Para. 1. The office of State Department Treasurer shall correspond to that of a treasurer of a corporation. This office shall be in the State Department Headquarters.

Para. 2. The Treasurer shall be responsible for all monies and accounts received by him/her and all disbursements made by him/her in the name of the State Department.

He/she shall maintain a financial record and ensure that no expenditures are made in excess of the authorized budget as approved by the Executive Committee or the State Convention.

Para. 3. All disbursements shall be made by approved voucher, and checks will be signed jointly by the Treasurer, the State Department Commander, and/or the

State Department Adjutant. Vouchers will be numbered in numerical sequence and shall become a part of the financial records of the State Department. All supporting evidence, IE, sales slips, receipts, bills of laden, shipping documents, monthly statements, etc., will be attached to the voucher. All financial reports shall, regardless of generally accepted accounting procedures, specify and itemize the precise expenditure of all funds of the department during the reporting period. Broad or general classifications will not be deemed acceptable.

Para. 4. The Treasurer shall maintain his/her accounts and records in condition for audit at all times.

Para. 5. The Treasurer shall submit a written report of the financial status of the State Department at all State Department Executive Committee meetings and the State Department Convention.

Pars. 6. Expenditures by the Treasurer shall not exceed the amounts provided in the annual budget, or as amended by a State Department Executive Committee meeting and it shall be the duty of the Treasurer to ensure that no non-budget expenditures are made without the concurrence of the Finance Committee, and the written approval of the State Department Executive Committee. For this purpose, inclusion of an approved motion in the minutes of the meetings of the State Department Executive Committee shall be proof of written consent.

Para. 7. The books, records and accounts of the Treasurer shall be audited by an Audit Committee, excluding the Department Commander, Department Senior Vice Commander and other Vice Commanders as well as the State Department Treasurer, State Department Adjutant and any member of the Department Finance Committee. A qualified Accountant in accordance with the DAV National Bylaws at the close of business on June 30 of each year may audit the books. The results of this audit, together with the financial statement shall be submitted to the National Adjutant no later than ninety (90) days after the closing of the fiscal year. This report will be read at the next State Department Convention.

Para. 8. The Treasurer shall provide a form of this report of the receipts and expenditures to the state of South Carolina for the fiscal year of the State Department which shall be from July 1 to June 30 of the following year. Such report shall be submitted in accordance with the tax laws of the state of South Carolina.

Para. 9. When required, the Treasurer, shall submit a report of receipts and expenditures to the United States Internal Revenue Service and the State of South Carolina.

Para. 10. The Treasurer is authorized to expend department funds for payment of taxes as required by law, or when required by National Headquarters. No further approval shall be necessary for this purpose. Areport of such expenditures shall
be made to the Finance Committee and the State Department Executive Committee.

Para. 11. As a Nonprofit Organization it is important to establish guidelines for travel reimbursement by the Treasurer.
a. The Department shall be notified of any and all travel involving official business outside a Department/District Officers area of responsibility at least seventy-two (72) hours in advance for reimbursement purposes. The travel must be approved by the State Department Commander.
b. Reimbursement for travel must be submitted to the Treasurer by the tenth of each month.
c. Department Officers are not authorized travel reimbursement for travel within a twenty-five (25) mile radius of their residence.
d. Department Officers that travel Fifty (50) miles or more from their residences may be reimbursed for food. Billing evidence must accompany requests for reimbursements.
e. Department Officers that travel more than One Hundred (100) miles from their residences may be reimbursed for hotel/motel. Billing evidence must accompany request for reimbursements.
f. Department Officers are encouraged to travel together by privately owned vehicle (POV); however, only one may be reimbursed.
g. Department Officers are not authorized travel reimbursement to and from their own chapter activities.
h. Reimbursement of Department funds are not intended for use of spouse, dependent or guest travel.

Para. 12. The Treasurer, subject to the approval of the Finance Committee, shall designate a bank within the greater Columbia area for the State Department General Fund and shall designate a bank or other depository, insured by the Federal Deposit Insurance Corporation, for the deposit of savings and other funds not a part of the general fund.

## Section 7.11 THE JUDGE ADVOCATE

The State Department Judge Advocate shall be the legal advisor and parliamentarian of the State Department. He/she shall render an opinion on all appeals made to him/her. He/she shall prosecute, in the name of the state Department, all charges against any accused on trial under the provisions of

Article XVI of the National Bylaws and provisions of this Constitution and Bylaws.

## Section 7.12 OTHER STATE DEPARTMENT OFFICERS

Para. 1. The Chief-of-Staff and Inspector General shall perform such duties as may be reasonably directed by the State Department Commander.

Para. 2. The duties of the State Department Chaplain, the Sergeant-at-Arms, and the Officer-of-the-day shall be those prescribed in the National ritual and such other duties as may be reasonably assigned by the State Department Commander or other presiding officer.

## Section 7.13. VACANCIES IN ELECTED STATE DEPARTMENT OFFICERS

Para. 1 In the event of the death, resignation, dismissal, or suspension of any elected State Department Officer, the State Department Commander, with the approval of the State Department Executive Committee, may appoint a member in good standing to fill such vacancy for the remaining term of that office.

Para. 2. Should any elected officer be suspended, an appointment may be made to act in such office pending appeal during suspension.

Para. 3. Any elected State Department Officer, who having received prior notice of such scheduled meetings, shall be unexcused absent from three or more consecutive, legally constituted meetings, or having failed to perform his duties in a proper manner, may be relieved of his position or office by the State Department Commander.

Para. 2 above will apply to any elected State Department Officer pending an appeal to the Executive Committee.

## ARTICLE VIII - FINANCES AND CONTROL

## Section 8.1. SOURCES OF FINANCES

Para. 1. The revenue of this State Department shall be derived from any such source authorized by National Constitution and Bylaws. Such sources shall include: membership dues, donations, fund raising drives, or contracts approved by the State Department Convention or the State Department Executive Committee and National Headquarters.

Para. 2. The life membership dues shall be in, accordance with the National Bylaws. Dues may be paid directly to the National Headquarters.

Para. 3. All funds received shall be reported to the Treasurer for accounting and credited to the State Department.

## Section 8.2. BUDGET AND FINANCIAL CONTROL

Para. 1. The State Department Finance Committee shall control all funds of the State Department as provided by these Bylaws, subject to the approval of the State Department Executive Committee or the, State Department Convention.

Para. 2. The Finance Committee shall be composed of five (5) voting members. The State Department Commander shall appoint four members of the committee, one of which will be the Chairman. The State Department Treasurer shall be one of the five voting members. The State Department Treasurer shall be one of the five voting members. The State Department Adjutant may be appointed as Secretary to the committee, ex-officio.

Para. 3. The Finance Committee shall determine the form of State Department vouchers, accounting and bookkeeping provided; however, that these shall be within the standards of good bookkeeping practices and policies.

Para. 4. The Finance Committee shall determine an annual budget based on expected receipts and expenditures of the State Department. Budgets and requests for funds from Officers or committees shall be submitted to the Finance Committee not later than April 1, prior to the convening of the State Department Convention for approval and incorporation into the State Department budget. The proposed budget shall be submitted to the State Department Convention for approval.

Para. 5. In the event the proposed budget is not approved by the State Department Convention and is returned to the committee with the recommendations for revision, the State Department Executive Committee shall have authority to act for the convention and approve the revised budget.

Para. 6. Until the proposed budget is approved, the Finance Committee may authorize the expenditure of the State Department funds to permit the State Department to fulfill its obligations and carry out normal activities. These actions and expenditures shall be reported to the State Executive Committee.

Para. 7. The proposed budget shall provide funds for the obligations of the State Department.

Para. 8. The Finance Committee shall concur with and secure the approval of the Executive Committee for all funds expended in excess of the proposed budget, and will ensure that such non-budgeted items do not exceed the ability of the State Department to meet such expenditures.

## Section 8.3. FUND RAISING PROJECTS

Para. 1. The State Department Commander may approve or disapprove the
holding of any fund raising project within the State Department subject to an appeal to the Executive Committee. Forget-Me-Not drives are not subject to the approval of the State Department Commander. All Forget-Me-Nots shall be purchased from the National Headquarters by chapters.

Para. 2. No person, chapter, or committee shall solicit or sponsor the solicitation of any advertising for any program, bulletin, periodical or publication without prior approval of the Executive Committee, except the Convention Committee for the next convention magazine which is published annually, and an official publication of the State Executive Committee.

Para. 3. The publication of programs for the State Convention shall be governed by the Convention Committee subject to the approval of the State Department Executive Committee.

Para. 4. Policy for Chapter Fund Raising
a. All fundraising will be conducted in accordance with the National Constitution and Bylaws
b. Each chapter is encouraged to conduct at least one fund raising project per year.
c. All fund raising activities, with exception of the Forget-Me-Not Drive must have written approval of the Department Commander at least thirty days in advance of the commencement of the fund raising activity. All requests for approval by the Department Commander must be received at Department Headquarters, (including notification of intention to hold the Forget-Me-Not Drive), early enough to be reviewed and approved. The fund raising project must be assigned a control number by the Department.
d. Each chapter conducting a fund raising activity must submit the results to the Department not later than thirty (30) days after completing the activity or awarding the prize.
e. The State Department Commander may approve or disapprove the holding of any fund raising project subject to appeal to the Executive Committee.
f. All Chapters must be in compliance with all existing laws of the State of South Carolina.

## Section 8.4. BOND FOR OFFICERS

Para. 1 It is the responsibility of the Department and Chapters to protect DAV assets from theft or conversion. This responsibility includes, without limitation, implementation of sound financial management practices and insurance to cover
theft losses. In the absence of such insurance, the National Organization shall provide a mechanism by which the Department or Chapter assets by an elected or appointed Department or Chapter officer. Any such reimbursement shall be governed by the provisions of the DAV National Bylaws Article 14, Section 14.9.

## ARTICLE IX - CHAPTERS

## Section 9.1. RECOGNITION OF OFFICERS

All chapter officers must hold office at least six (6) months of his or her elected year, in order to receive official recognition after his/her term of office. The exception to this would be if the officer became ill or promoted to higher position in the D.A.V.

## Section 9.2. CHAPTER CHARTERS

No chapter shall operate within the state until it shall have received a National charter. A petitioning group desiring a charter shall apply to the State Department Adjutant in writing. The charter application, properly filled out and approved, shall be signed by the Adjutant and forwarded to National Headquarters for approval and issuance of the charter. All chapters will be chartered in accordance with Article VI of the National Bylaws, and no chapter may be named for a living person.

## Section 9.3. POWERS AND DUTIES

Para. 1. A chapter to remain active and in good standing shall have fulfilled the following responsibilities:
a. Hold at least four scheduled meetings during the fiscal year with a quorum of officers present.
b. Hold an annual election of officers at least thirty (30) days prior to the State Department Convention and forward a list of such officers to the State and National Headquarters within ten (10) days after the installation. There shall be at least a Chapter Commander, a Senior Vice Commander, a Junior Vice Commander, a Treasurer, and a Chaplain elected. A Chapter Adjutant may be elected or appointed and the Chapter Adjutant/Treasurer may be one and the same, as per Chapter Constitution and By-Laws.

Para. 2. Each Chapter must adopt such Constitution and Bylaws for the conduct of its business as it may deem advisable, provided, however that such Constitution and Bylaws shall not be inconsistent with the National and State Department Constitution and Bylaws and should be submitted through the State Department to National Headquarters for approval. A copy of the Chapter Constitution and Bylaws or amendments thereto shall be furnished to the State Department and

National Judge Advocates for their approval or rejection of any changes of a Chapter's Constitution and Bylaws or amendments thereto. Upon their approval, the State Department Judge Advocate will forward three (3) copies of said Constitution and Bylaws or amendments to the National Judge Advocate for his approval or rejection. Upon the approval of said Constitution and Bylaws the original will be returned to the Chapter for its files and a copy will be returned to the State Department for its files. The third copy will be retained at National Headquarters. Any rejection of a Chapter's Constitution and Bylaws by the State Department Judge Advocate along with National Judge Advocate may be brought to the State Department Commander so that the matter can be brought before the State Executive Committee and if need be referred to the National Executive Committee.

Para. 3. No chapter or group of chapters shall conduct any fund raising projects outside the immediate area wherein such chapter or chapters is/are located without the consent of the State Department Executive Committee.

Para. 4. All chapters within the State of South Carolina, whether incorporated or not, it is strongly recommended that all chapters be incorporated for the protection of all members, shall come under the jurisdiction of the State Department of South Carolina, its Constitution and Bylaws.

Para. 5. As required by the United States Internal Revenue Services (IRS) regulations, chapter Bylaws must direct the disposition of any funds and materials belonging to the chapter in the event the Charter is surrendered or revoked permanently.

## ARTICLE X - CORPORATE DESIGNATIONS

Section 10.1. This corporation is not organized for profit. It shall issue no stock. No part of its net earnings shall inure to the benefit of any individual. No member shall have any pecuniary interest in any of the income, earnings, assets, or property of the corporation, nor shall any part thereof be withdrawn or distributed to any of its members.

Section 10.2. The officers of this corporation shall be the State Department Officers as designated by the laws of the State of South Carolina.

Para. 1. The change in the names of the officers as required by elections within the corporation shall be submitted to the State of South Carolina as required.

Para. 2. In the event the Department of South Carolina should lose its statue and default its Charter, all properties and funds shall fall under the authority of the Disabled American Veterans National Constitution and Bylaws.

Section 10.3. The board of directors of this corporation shall be the State

Department Executive Committee, who shall act as such.
Section 10.4. The Constitution and Bylaws of this State Department, and all amendments thereto, shall be binding on all members and chapters of this State Department. Each member and chapter thereof severally agrees not to bring any action or proceeding in any court of law of equity until all remedies provided in the State Department and National Constitutions and Bylaws have been exhausted.

## AUXILIARY AND ASSOCIATED ORGANIZATIONS

Para. 1. The State Department of South Carolina recognizes an Auxiliary of the Disabled American Veterans, the National Order of Trench Rats as auxiliary units of the Disabled American Veterans, State Department of South Carolina, Incorporated, subject to its supervision and recommendations.

## ARTICLE XI AMENDMENTS

These Bylaws may be amended at any State Department Convention by a threefourths (3/4) vote of the total accredited delegates assembled, provided that the proposed amendments shall have been read to the convention at least one calendar day before they are voted on. The approved amendments will then be submitted to the State Department Judge Advocate and then to the National Judge Advocate for approval. Upon approval, the amendments shall be incorporated into the Bylaws and shall become binding on all members of the State Department.

## ARTICLE XII - GENDER

The masculine as used throughout these Bylaws shall include the feminine.

## ARTICLE XII - PEN AND INK CHANGES

The State Department Adjutant, at the direction of the Constitution and Bylaws Committee, will be authorized to issue pen and ink changes to the Constitution and Bylaws for the correction of spelling errors or to correct the omission of words that changes the intent of the basic document. All such changes will be read to be approved by the State Executive Committee prior to the issue of change.

## ARTICLE XIV - NATIONAL ORGANIZATION

The Department recognizes the National Organization known as Disabled American Veterans incorporated by Act of Congress, and affirms its allegiance and subordination to the national Organization, its Constitution, Bylaws and all rules, mandates and regulations promulgated pursuant thereto. Upon dissolution of the Department, the assets remaining, after
payments of its debts shall be distributed as provided in Article 6, Section 6.4. Paragraphs 5 and 6 of the National Bylaws.

May 22, 2010


Ronald L. Voegeli State Judge Advocate


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: $\qquad$ DAV National Judge Advocate

