

# GUIDEBOOK OF CHAPTER OFFICER & COMMITTEE DUTIES

## COMMANDER DUTIES

1. The Commander, or in their absence, the next highest elected officer, shall preside at all regular meetings of this Chapter. The Commander shall maintain order and dispatch such business as may rightfully come before them.
2. The Commander or Senior Vice Commander or Junior Vice Commander, or Treasurer must sign all checks issued by this Chapter. All checks require two (2) signatures.
3. The Commander shall perform all other duties that may reasonably be assumed to be incidental to this office, including those set forth in the Disabled American Veterans Official Ritual and any other duties as may be rightfully delegated by this Chapter.
4. The Commander shall fill all appointive offices of this Chapter except positions on the Membership Committee and as otherwise expressly provided in this Constitution.
5. The Commander may serve as an ex officio member of all committees of this Chapter except the Membership and Nominating Committees.
6. The Commander will not serve more than 2 consecutive terms.

## SENIOR VICE COMMANDER DUTIES

1. The Senior Vice Commander, Junior Vice Commander, or Treasurer, in the order named, shall perform the duties of the Commander in the event of their absence, death, resignation, or removal until a successor is elected in accordance with the provisions of Chapter Bylaw, Article V, Section 6 of this Constitution.
2. The Senior Vice Commander shall perform the duties of this office as set forth in the Disabled American Veterans Official Ritual. The Senior Vice Commander shall encourage friendship among the members of this organization, discourage discord and promote harmony.
3. The Senior Vice Commander shall serve as Chairperson of the Membership Committee. In their absence, the Junior Vice Commander shall serve in this capacity.

## JUNIOR VICE COMMANDER DUTIES

1. The Junior Vice Commander shall perform the duties of this office as set forth in the Disabled American Veterans Official Ritual.

2. The Junior Vice Commander shall at all times encourage loyalty to the United States of America, to the Disabled American Veterans organization, and to the members of this Chapter.
3. The Junior Vice Commander shall serve as Chairperson of the Americanism Committee.
4. The Junior Vice Commander shall serve as Publicity Officer of this Chapter, subject to the direction of the Commander, the Executive Committee or the Chapter, The Junior Vice Commander shall furnish proper publicity materials to the local print and electronic media and to the Department and National Disabled American Veterans publicity offices. No other Chapter member shall cause release of any publicity concerning this Chapter, its activities or its members to any media or publicity office without prior approval of this Chapter.
5. The Junior Vice Commander shall serve as Vice Chairperson of the Membership Committee.

### TREASURER DUTIES

1. The Treasurer shall receive and immediately deposit all monies in bank accounts in the name of this Chapter, without any deductions or offsets whatsoever. The Treasurer shall issue receipts for all cash funds received.
2. The Treasurer shall make authorized disbursements only by checks.
3. The Treasurer shall keep a system of accounts approved by the Chapter and shall preserve all receipts and checks or payments made.
4. The Treasurer shall render a report of monthly receipts and expenditures to the Chapter not later than the first Chapter membership meeting following the last day of each calendar month.
5. The Treasurer shall submit an annual report of receipts and expenditures to Disabled American Veterans National Headquarters and to the Disabled American Veterans Department of South Dakota Headquarters not later than September 30<sup>th</sup> of each calendar year. The period covered by this annual report shall be for the Chapter fiscal year as defined in Article III, Section 4 of this Constitution.

### ADJUTANT DUTIES

1. The Adjutant shall keep a true and complete record of the minutes of each Chapter and Executive Committee meeting and all other business conducted by this Chapter.
2. The Adjutant shall conduct all necessary correspondence, maintain office files related to their duties, and keep an up-to-date list of the membership in-good standing.

## JUDGE ADVOCATE DUTIES

1. The Judge Advocate, upon the request of the Commander of this Chapter, shall render an opinion upon any parliamentary question, upon any question arising from a disagreement upon the floor of this Chapter, or upon any question concerning interpretation of this Constitution or the Bylaws of this Chapter, or the Constitution or Bylaws of the Department or National Disabled American Veterans organizations.
2. Upon receipt of the opinion of the Judge Advocate, the Commander of this Chapter (or presiding officer, if the Commander is not the Chair) shall announce the ruling or decision. This decision need not be in accord with the Judge Advocate, and such decision shall be final and binding upon the Chapter unless: 1) the decision is appealed at the same meeting during which the decision is announced by a Chapter member in-good-standing and overturned by a two-thirds vote of the Chapter members present; or 2) the decision is appealed by a Chapter member in-good-standing to the next higher governing body (the Department Commander and Department Executive Committee) within thirty (30) days after such decision is made known and the decision is reversed by that governing body.
3. The Judge Advocate shall be knowledgeable of the contents of the Chapter, Department and National Constitutions and Bylaws of the Disabled American Veterans organization. Further, the Judge Advocate shall possess an understanding of Roberts Rules of Order, Revised. The Judge Advocate shall have these documents in possession at all times during Chapter and Executive Committee meetings and find relevant direction in the appropriate documents expeditiously, so as not to unreasonably delay the rendering of an opinion and the orderly conduct of business.

## SERVICE OFFICER DUTIES

1. The Service Officer shall advise and assist worthy veterans, their spouses, widows, and dependents in the technical preparation of their equitable claims for benefits from any governmental agency.

## CHAPLAIN DUTIES

1. The Chaplain shall perform the duties of this station as set forth in the Official Ritual of the Disabled American Veterans.
2. The Chaplain shall act as the official representative of this Chapter in visitations to hospitalized members, and with the approval of the Chapter may appoint one or more members to assist in these duties.

## SERGEANT-AT-ARMS DUTIES

1. The Sergeant-At-Arms shall perform the duties of this office as set forth in the Official Ritual of the Disabled American Veterans.

2. The Sergeant-At-Arms shall welcome all visitors to Chapter meetings, see that they are made comfortable, and assure that they are properly introduced to the members.
3. Should the need arise; the Sergeant-At-Arms shall escort guests to and from the podium. Under the direction of the Commander or the Chapter, the Sergeant-At-Arms shall assure that proper decorum is maintained among chapter members and at Chapter meetings.

### HISTORIAN DUTIES

1. The Historian shall keep a brief history of the activities of this Chapter during their term of office. Such history is to be kept in the permanent history file of this Chapter.
2. Should the Commander so direct, the Historian shall prepare a concise annual history covering the period between Department Conventions.

### QUARTERMASTER DUTIES

1. The Quartermaster shall secure the firearms, flags, and other items owned by this Chapter.
2. The Quartermaster shall, subject to the direction of the Commander, the Executive Committee or the Chapter, order items from the National Disabled American Veterans Supply Catalogue or other sources and shall secure and maintain such items for sale or presentation to members of this and other Chapters of the Disabled American Veterans.
3. Any Chapter member, who acquires monies or property in the name of the Chapter, will turn such items in to the Quartermaster for accountability.

### COMMITTEES

1. The Standing Committees of this Chapter shall be the Executive Committee, Membership Committee, Audit Committee, Nominating Committee, and the Americanism Committee.
2. Ad Hoc Committees may be established by the Commander or the Executive Committee with the approval of the Chapter, or directly by the Chapter.
3. The Commander, unless otherwise specified in this Constitution, shall appoint the members and the Chairperson of each Committee with the approval of the Executive Committee and the Chapter.
4. The presiding officer of any committee shall be entitled to vote only in the case of a tie, or when voting is by secret ballot.
5. A quorum, necessary to conduct meetings of any committee of this Chapter shall consist of ½ of the members of such committee.

## EXECUTIVE COMMITTEE DUTIES

- 1.** Executive Committee members are expected to attend the meetings of the Executive Committee and the Chapter, and perform the duties specified in this Constitution.
- 2.** Executive Committee members shall at all times encourage the members of this Chapter to participate in Chapter activities. They shall promote attendance at Chapter and Executive Committee meetings, actively seek qualified candidates for elective and appointive Chapter offices, and strive at all times to act in accordance with the best interests of this Chapter and its membership.
- 3.** The Executive Committee shall be composed of all elective Chapter officers of this Chapter. In addition, the Adjutant and the Historian may serve as ex officio members of the Executive Committee but without vote, unless the Adjutant or the Historian is also an elected member of the Executive Committee in which case they do have a vote by virtue of such election.
- 4.** The Immediate Past Commander of this Chapter shall act as Chairperson of the Executive Committee. Should the Immediate Past Commander be unable to serve as Chairperson, the Committee may elect a serving appointive Chapter Officer as a full voting member of the Executive Committee and the current serving Chapter Commander shall then serve as Chairperson of the Executive Committee.
- 5.** A Vice Chairperson shall be elected from among the Committee members by the Executive Committee. The Vice Chairperson shall act as the Chairperson during temporary absences of the Chairperson.
- 6.** The Chairperson of the Executive Committee shall not make or second motions of the Committee and shall have no vote except to break a tie vote of the other Committee members or when the Committee votes by secret written ballot.
- 7.** The Executive Committee shall hold one regular meeting each month at a set time voted on by the newly elected officers and committee members, as required, in the Chapter Hall on the first Wednesday of each month. Special Committee meetings may be held at such other times as the Commander or Chairperson may decide.
- 8.** Any Chapter member or other Disabled American Veterans member in-good- standing may attend an Executive Committee meeting as a guest without vote, and without voice unless given permission to address the Committee by its Chairperson.
- 9.** Any Chapter member in-good-standing may appear before the Committee upon their request to the Commander or the Chairperson.
- 10.** Other persons may appear before the Executive Committee or attend as guests only at the invitation of the Committee Chairperson or the Commander. Such persons shall be without vote, and without voice unless given permission to address the Committee by its Chairperson.

**11.** When the Executive Committee declares itself to be meeting in Executive Session no persons other than serving members of the Committee and other persons specified by the Chairperson shall be present. Executive Sessions of the Committee shall only be called to discuss personnel matters or other matters deemed by a member of the Committee to be potentially hurtful to the reputation of an individual or to the Chapter or the Disabled American Veterans organization. Executive Sessions shall be called for the purpose of discussion only, and no motion shall be made or action taken during an Executive Session. No minutes of the proceedings of the Executive Session shall be kept and no discussion of such proceedings shall be made outside of such Executive Session. When action is deemed necessary as a result of the proceedings of an Executive Session, such action shall be taken in open session and duly recorded in the minutes of the Executive Committee.

**12.** The Adjutant shall act as Secretary of the Executive Committee and keep the minutes of all its proceedings. The Adjutant shall read such minutes to the Chapter membership at the next Chapter meeting, following the Committee meetings at which such minutes were recorded, for the membership's consideration and approval or disapproval.

**13.** After the minutes of Executive Committee meetings are read at a Chapter meeting, any Chapter member in-good-standing may request that any part thereof be discussed or voted upon separately.

**14.** Approval of the minutes of the Executive Committee by the Chapter shall constitute approval of the recommendations and actions taken by the Executive Committee as reported in such minutes.

**15.** The Executive Committee shall be responsible for supervising and facilitating all fundraisers, daily business, and other activities of this Chapter.

**16.** It is the responsibility of the Executive Committee to assure that all operations and activities of this Chapter are conducted in accordance with the Constitution and Bylaws of this Chapter, the Department of South Dakota and the National Disabled American Veterans organization.

**17.** It is also the responsibility of the Executive Committee to assure that all operations and activities of this Chapter conform to local, state and federal laws, statutes and regulations.

**18.** The Executive Committee shall act to examine, condense, clarify, and execute all business and other activities which are brought to or conducted by this Chapter in such a manner that all worthy, pertinent and proper information is presented to the Chapter membership for its decisions in a concise and understandable fashion.

**19.** The Executive Committee shall make recommendations to the Chapter, from time to time, which it believes would benefit this Chapter or the Disabled American Veterans organization.

**20.** The Executive Committee shall act as the Resolutions Committee of this Chapter and no resolution shall be adopted by this Chapter until first submitted to the Executive Committee for its recommendation, unless an exception is moved and seconded from the Chapter floor and

confirmed by a three-fourths majority vote of the membership present at a Chapter meeting.

**21.** All fundraising projects and all agreements and contracts shall be referred to the Executive Committee for its recommendations before being acted upon by this Chapter.

**22.** The Chairperson of the Executive Committee may, with the approval of the Committee, appoint such Ad Hoc Committees as they deem necessary to expedite the business of the Executive Committee or the Chapter. Such Ad Hoc Committees are responsible directly to the Executive Committee and have no independent authority.

**23.** The Executive Committee is at all times responsible for its actions to the members of this Chapter. All Executive Committee decisions shall be presented to the membership of this Chapter at a Chapter meeting for discussion and approval or disapproval by said membership. The Chapter retains final right of action.

### MEMBERSHIP COMMITTEE DUTIES

**1.** The Membership Committee shall be chaired by the Senior Vice Commander, and vice chaired by the Junior Vice Commander. The Chairperson may, with the approval of the Chapter, appoint one or more Chapter members to the Membership Committee to assist in performing membership activities.

**2.** The duties of the Membership Committee shall be to ensure that every eligible and worthy veteran may become a member of the Disabled American Veterans organization.

**3.** At the discretion of the Commander, the Membership Committee may also serve to organize and coordinate special Chapter membership activities such as picnics, parties, etc.

**4.** The Chairperson shall confirm, by signature, Membership Committee decisions made in accordance with the Constitution of the Disabled American Veterans organization as to the eligibility for membership of all applicants for new membership, transfer membership and for nomination to Chapter elective and appointive office.

**5.** In order to perform its duties the Membership Committee may rightfully ask applicants for evidence of their eligibility. If an applicant does not provide such evidence, the Membership Committee may properly determine such applicant ineligible.

**6.** The Chapter membership at a Chapter meeting may, subject to the Constitution of the Disabled American Veterans organization, overturn an eligibility decision of the Membership Committee by majority vote.

### AUDIT COMMITTEE DUTIES

**1.** The Audit Committee shall be composed of a minimum of three Chapter members appointed by the Commander with the approval of the Chapter. The Treasurer and the Adjutant shall not be

eligible to serve on the Audit Committee.

2. The Audit Committee shall perform an audit of the Treasurer's report quarterly and, if found to be true and correct, approve by signature the same. Should the Audit Committee not approve a Treasurer's monthly report, it shall advise the Executive Committee and the Chapter of its reasons.
3. The Audit Committee shall also examine the records and files of the Adjutant each quarter and if found not to be in proper order shall so advise the Executive Committee and the Chapter.
4. Each quarter, the Audit Committee shall check the minutes of previous quarters' Chapter meetings against the Treasurer's records, to assure that only expenditures specifically authorized by the Chapter have been made.

### NOMINATING COMMITTEE DUTIES

1. The Nominating Committee shall be composed of a minimum of at least three (3) past Chapter Commanders and the Chairperson to be voted on by such committee.
2. The Nominating Committee shall actively solicit prospective nominees for elective Chapter office, and in March of each year it shall hold a minimum of one meeting prior to the regular March Chapter meeting, the time and place of such meeting to be announced to the Chapter membership at least fifteen (15) days prior to the first meeting. At such meeting the Nominating Committee shall decide upon one nominee for each elective office whom a majority of the Committee feels is qualified to serve this Chapter well and faithfully, and whom the Membership Committee has determined to be eligible to seek the office.
3. Should a serving member of the Nominating Committee be considered for nomination, such member shall absent themselves temporarily during such consideration and shall not speak or vote on their consideration.
4. The Nominating Committee may rightfully request that prospective nominees come before the Committee to answer questions about their reasons for seeking elective Chapter office and their qualifications to serve in such office.
5. At the March Chapter meeting the Committee shall report and place in nomination the names of those nominees selected. Following this report, further nominations may be made from the floor.

### AMERICANISM COMMITTEE DUTIES

1. The Americanism Committee shall be chaired by the Junior Vice Commander. The Junior Vice Commander may appoint one or more Chapter members to the Americanism Committee to assist in Americanism activities to the end that patriotism and loyalty to the United States be encouraged and to further understanding of American ideals both among the members of this Chapter and among our fellow citizens in the area this Chapter serves.



2. At the discretion of the Commander, the Americanism Committee may organize and coordinate Chapter activities observing national patriotic holidays.

## NOMINATIONS & ELECTIONS INFORMATION

1. Nominations for elective Chapter offices, Trustees of the Corporation and for Department Executive Committee Person and Alternate Department Executive Committee Person, and for Department Convention Delegates shall take place annually during the March Chapter meeting.

2. Nomination for office shall occur by office in the order of the officers listed in Chapter Bylaw, Article III, Section 1 followed by the order listed in Chapter Bylaw, Article III, Section 3 of this Constitution.

3. The Nominating Committee shall, at the March Chapter meeting, place in nomination the names of those persons selected by that committee for nomination.

4. Nominating Committee nominations shall be immediately followed at the same March Chapter meeting by such other nominations as the Chapter membership may desire to make from the floor of the meeting. Nominations shall not require seconds.

5. Annual Elections for this Chapter shall take place during the April Chapter meeting of each year.

6. No nominations shall be made by the Nominating Committee or Chapter at the April Chapter meeting.

7. Election to office shall occur by office in the order of the officers listed in Chapter Bylaw, Article I II, Section 1 followed by the order listed in Chapter Bylaw, Article III, Section 3 of this Constitution.

8. It shall require a majority (minimum of 50% + 1) of the votes cast, to elect a candidate to any office. If no one wins with a majority, a runoff for the top two candidates will occur immediately.

9. However, if there are fewer persons nominated to become delegates or alternates to a Department or National Disabled American Veterans convention than the number authorized by the Department of South Dakota or National Constitutions, then all such nominees shall be declared elected.

10. Should a nominee for any office be unopposed at the April Annual Elections Chapter meeting, the Chapter may, by unanimous consent, authorize the Adjutant to cast a White Ballot for that nominee, thereby declaring the nominee elected to such office.

- 11.** Should any office be without a nominee at the April Annual Elections Chapter meeting, nominations for, election to, and installation for such office shall be conducted at the May Chapter meeting.
- 12.** Any Chapter member may, following a contested election for a specific office, request unanimous consent of the Chapter for the Adjutant to cast a White Ballot declaring the successful candidate elected unanimously to such office. Following a second and a unanimous vote of the Chapter, the Adjutant may cast a White Ballot for such candidate.
- 13.** Nomination and election of Delegates to a National Disabled American Veterans Convention shall be held at the same Chapter meeting not less than forty-five (45) days prior to the opening date of such convention and shall be certified on forms provided by the National Headquarters.
- 14.** The number of Delegates to a National Convention authorized for this Chapter shall be as stated in the Bylaws of the National Disabled American Veterans in Section 3:6. As of the adoption of this Constitution this number is one delegate and one alternate for each fifty members or major portion thereof as determined by the National Headquarters on June 30<sup>th</sup> immediately preceding the particular National Convention. In addition, this Chapter is authorized one delegate and one alternate for its Chapter.
- 15.** Special Nominations and Elections to fill any elective Chapter office declared vacant by the Commander in accordance with this Constitution, shall be announced at the next Chapter meeting after such declaration is made, and the election shall be held at the following Chapter meeting.
- 16.** There shall be no voting by proxy.
- 17.** Only members, in-good-standing of this Chapter, shall be entitled to vote for any office or on any question.
- 18.** All voting for any office shall be by secret written ballot, except by unanimous consent of the members.