



TO THE MEN AND WOMEN WHO SERVED

CONSTITUTION AND BYLAWS

FOR

**PATRICK HENRY CHAPTER 34
DISABLED AMERICAN VETERANS
CHAPTER NO. 34
151 KRISTIANSAND DR
STE 106
WILLIAMSBURG, VA 23188**

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CONSTITUTION AND BYLAWS DISABLED AMERICAN VETERANS

Patrick Henry Chapter 34, Inc.
Williamsburg, Virginia 23188
757-564-3916

CONSTITUTION

ARTICLE I – Name

The name of this Chapter shall be Patrick Henry, Disabled American Veterans (DAV), Chapter No.34, Inc., located within James City County, Virginia at 151 Kristiansand Drive, Williamsburg, Virginia 23188.

ARTICLE II – Purpose

The purpose of this Chapter is to fulfill our promises to the men and women who served, and, in furtherance of that purpose, to build better lives for all of our nation's disabled veterans and their families and, in furtherance of that purpose, to support the programs of the Disabled American Veterans as provided in the National Constitution and Bylaws, and Regulations of the National Executive Committee.

ARTICLE III – Membership

Membership in this Chapter shall conform to the requirements as set forth in the National Constitution and Bylaws. There shall be no associate, special, or honorary memberships in this Chapter.

ARTICLE IV – Administration

Section 1: The administrative affairs of this Chapter shall be vested in the Chapter Executive Committee (CEC) in emergencies only and all other actions of the CEC must be ratified by a simple majority vote of the Chapter members in good standing in accordance with National Constitution and Bylaws Article - 16 Disciplinary Actions, present and voting at the next regular Chapter meeting.

Section 2: The CEC shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander, Chaplain, Treasurer, Member - At- Large and Immediate Past Commander. The immediate Past Commander and Member- At- Large shall have voting rights. The Adjutant shall be a nonvoting member for the purpose of taking official minutes. The Emergency Relief/Homeless Chairperson shall also be a part of the CEC but have no voting rights.

Section 3: At the time specified in accordance with Chapter's Bylaws, the Chapter shall elect annually a Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain, and Member-At-Large. Other officers as may be necessary to operate the Chapter may be appointed by the Commander, with the approval of the Chapter. The appointed officers include, but are not limited to the Adjutant, Sergeant At Arms and Color Guards, Emergency Relief/Homeless Chairperson, Judge Advocate, Benefits Protection Team Leader (BPTL), and the Officer of the Day shall have the

approval of the Chapter. Neither the Chapter Commander nor any Chapter Vice Commander may serve as the Chapter Adjutant or Treasurer.

ARTICLE V - Executive

The executive power of this Chapter shall be vested in the Chapter Commander.

ARTICLE VI - Auxiliary

The Chapter recognizes a DAV Auxiliary, subject to such supervision as conforms to both the National and Department Constitution and Bylaws of both organizations.

ARTICLE VII - Amendments

This Constitution may be amended at any Chapter meeting by a two-thirds majority vote of those members in good standing who are present and voting, subject to the approval of both the Department and National Judge Advocates, and effective only after the date of the approved Constitution, provided that any such amendment is read at two (2) meetings and that all members were notified of the proposed change, utilizing the current methods in use by the Chapter to post meeting notices or other news for Chapter members prior to each of the two meetings. Such notice may be made by United States Postal Service (USPS), electronic mail, or social media developed and maintained by the Chapter.

ARTICLES OF INCORPORATION

Section 1: The Corporate Board of Directors, Disabled American Veterans, Patrick Henry, Chapter 34 Inc., shall consist of five members, who shall be the following elected or appointed officers of the Chapter: The Commander shall be the President of the Corporation; the Senior Vice Commander shall be the Vice President; the Treasurer shall be the Treasurer of the Corporation; the Junior Vice Commander shall be a Board Member and the Adjutant shall serve as the Secretary to the Corporate Board of Directors.

Section 2: The Board of Directors shall be subject to the vested powers of the Chapter and the Chapter Executive Committee. It shall be the duty of the Board of Directors to appoint a Registered Agent, maintain a Registered Office, and ensure all annual reports and fees are kept current with the Virginia State Corporation Commission. The Board of Directors shall approve the Chapter's Financial Institution and approve the Financial Institution Signature Card Holders. For this purpose or such other business that shall

come before it, the Board of Directors shall meet annually immediately following the Chapter Officer installation.

Mrs. Blank

BYLAWS

ARTICLE 1 – Mission Statement

We are dedicated to a single purpose: empowering veterans to lead high-quality lives with respect and dignity. We accomplish this by ensuring that veterans and their families can access the full range of benefits available to them; fighting for the interest

of America's injured heroes on Capitol Hill; and educating the public about the great sacrifices and needs of veterans transitioning back to civilian life.

ARTICLE 2 – Organization

Section 1: This Chapter recognizes the National Organization known as the Disabled American Veterans, incorporated by an 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 Chapter, the assets remaining after the payment of its debts shall be distributed as provide in Article 6 – Charters, Section 6.4 – Suspension and Revocation of Charters, Paragraphs 5 and 6 of the National Bylaws.

Section 2: The governing body of the Chapter shall be in the Chapter in session, except as provided in the Constitution and Bylaws.

Section 3: Records of the proceedings of the Chapter and Executive Committee shall be kept and open for inspection to any member in good standing during normal scheduled office operating hours. The monthly treasurer report and bank reconciliation report will be provided only to the Chapter's Executive Committee Board members. However, the monthly treasurer report will be readily available at regular scheduled monthly meetings for chapter members to review by request.

ARTICLE 3 – CHARTER

The Charter of this Chapter, issued by the National Organization is its authority to function and shall be displayed at the Commander's station at all regular meetings.

ARTICLE 4 – CHAPTER EXECUTIVE COMMITTEE

Section 1: The CEC shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain, and Member At Large and Immediate Past Commander with voting rights. The Emergency Relief/Homeless Chairperson and Adjutant shall serve on the CEC, but without vote. The Commander shall be the Chairman of this Committee.

Section 2. After the CEC has been elected, and so long as it continues to function, no expenditures shall be voted upon or authorized by the Chapter unless first referred to the CEC for its recommendations, and all fund-raising projects and all agreements and contracts must be referred to the CEC for its recommendations before being acted upon

by the Chapter. The Commander is hereby authorized a monthly expenditure limit of \$500 that shall be used only during emergencies in order to maintain Chapter operations and other unforeseen contingencies in support of Chapter sponsored events without approval of the Body. The Chaplain is authorized an expenditure limit of \$100.00 per case to be expended to ill Chapter members for the purchase of a fruit basket or a floral arrangement without the Chapter approval for activities in the performance of his/her duties as outlined in this Constitution and By-Laws and the Official DAV Ritual. Those Chapter members must have been admitted to a medical facility.

Section 3: The creation and continuance of the CEC is to provide a means for considerations and discussion of routine and other business affairs of the Chapter and to make recommendations to the Chapter for desired action. This shall serve to reduce the time consumed during Chapter meetings in such discussion, thus streamlining Chapter meetings to provide for earlier adjournment and time for entertainment and social activities. However, the sole power to approve or disapprove such recommendations, or to act in whole or in part, contrary thereto, shall remain in the hands of the Chapter/Body.

Section 4: The CEC will meet monthly prior to the regular monthly Chapter meeting or will be called by the Commander or at the request of a majority of its members, made in writing to the Commander. The CEC shall meet a minimum of six times during the membership year. The membership year and Chapter fiscal year shall commence on July 1 and expires at midnight June 30th of the following year.

Section 5: Appointed officers, Committee Chairpersons, and other Chapter members in good standing may attend CEC meetings. This right to attend such meetings includes the right to voice an opinion when recognized, but does not include the right to move or second the adoption of any matter or to vote on any issue. At no time during meetings of the CEC shall any member of the Disabled American Veterans in good standing be asked to leave except for disruptive acts unbecoming a member of the Disabled American Veterans.

Section 6: The CEC may act for the Chapter in emergencies only and at all other times shall recommend courses of action to the Chapter in session. The CEC may authorize emergency expenditures for Emergency Relief/Homeless funds. The Commander may call a Special CEC meeting to approve expenditures for Emergency Relief/Homeless funds in excess of a thousand dollars.

Section 7: All fundraising projects, agreements, and contracts shall be referred to the CEC for its recommendations before being acted upon by the Chapter. Fundraising projects must also be approved by the Department of Virginia.

Section 8: All motions for expenditures of items not included in the budget shall be recommended by the CEC and approved by the Chapter.

Section 9: The Adjutant shall serve as the Secretary at meetings of the CEC. The Adjutant shall read the minutes at the next regularly scheduled Chapter Meeting. The approval of the minutes by the Chapter shall constitute an approval of the recommendations and actions taken by the Executive Committee as reported in such minutes. When the minutes are read, any chapter member may request that any part thereof be discussed or voted upon separately.

Section 10: The CEC shall also act as a Resolutions Committee, and the Chapter shall adopt no resolution unless first submitted to the CEC for its recommendations, except by a three-fourths affirmative vote of the Chapter members present at the Chapter meeting. The Chapter Resolutions Committee will be responsible for resolutions pertaining to citizenship, Americanism, national defense, and security of the United States.

Section 11: A majority of the elected CEC members present plus the IPC who is a voting CEC member shall constitute a quorum. The elected CEC members are the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain, and Member- At- Large. Therefore, four of seven elected members present shall constitute a quorum, or three of seven elected members present, plus the IPC shall constitute a quorum.

Section 12: The CEC shall recommend to the body, the acceptance of Chapter members from other Chapters.

Section 13: The CEC may recommend to the body that Chapter Delegates utilize the most cost-effective mode of travel when traveling to the National Convention and to the Department of Virginia Convention and Conferences, which may include group travel via a rented vehicle.

ARTICLE 5 – DEPARTMENT EXECUTIVE COMMITTEEMAN

Section 1: The Commander and Senior Vice Commander shall have the titles of Department Executive Committeeman (DEC) and Alternate Department Committeeman

(ADEC) and shall be classified as officers of the Department and also be classified as Chapter Delegates. They shall have voting rights at the Department level representing Chapter 34. Notification to the Department of Virginia shall be made on the form promulgated by the Department and shall be submitted immediately to the Department Adjutant.

Section 2: The Chapter shall pay, subject to budget approval, authorized expenses for the DEC and the ADEC to attend meetings of the Department. The reimbursement will be based on privately owned vehicle (POV) mileage calculated from the DEC or ADEC's primary place of residence to the Department meeting location and return, meals, and lodging as published by the General Services Administration (GSA). Receipts and supporting vouchers will be used for reimbursement.

Section 3: The DEC and the ADEC shall be familiar with the Constitution and Bylaws of the National DAV organization, Department of Virginia, and Chapter 34, as well as National Executive Committee (NEC) and Department Executive Committee (DEC) Regulations.

ARTICLE 6 – ELECTED OFFICERS

Section 1: Elected Officers

Paragraph 1: The Chapter shall elect annually a Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain, and Member- At-Large. Neither the Chapter Commander nor the Chapter Senior/Junior Vice Commander may serve as the Chapter Adjutant or Treasurer. The Commander, with the approval of the Chapter, shall appoint the Adjutant and Committees, as required, with the exception of the Nominating Committee that shall be elected by the Chapter.

Paragraph 2: A member may hold only one elective Chapter office at any one time. An elected officer may also hold an appointed office, and vice versa, except the Chapter Commander, may not hold the position of Adjutant.

Paragraph 3: Any person who is a member in good standing shall be eligible for any elective or appointive office in this Chapter, except as otherwise provided in this Constitution and Bylaws.

Paragraph 4: There shall be no voting by proxy or voting by absentee ballot. Upon the election or appointment, and the installation of a successor to any

office, all Chapter property in his or her possession will be surrendered to the newly installed officer.

Paragraph 5: A Chapter's Officer Report shall be submitted by the Adjutant to the Department of Virginia and the National Organization within ten 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. A Department of Virginia Chapter Supplemental Report shall accompany the Chapter's Officers Report submitted to the Department.

Paragraph 6: Elected officers will be installed immediately after – Chapter elections, or within thirty days of their election or appointment. They shall serve for one year or until newly elected officers have been installed.

Paragraph 7: Newly elected and appointed officers shall be installed prior to the Department Convention and the Chapter Officer Report shall be sent to the Department Adjutant no later than fourteen days prior to the Convention.

Paragraph 8: The Commander and Treasurer may serve no more than three consecutive terms of office and shall have a break of one term before serving another term of office. A term is defined as one year and may be further defined as having completed six months and one day of the term. The Commander is empowered to appoint a Chapter member to serve the expired term subject to the approval of the Chapter.

Paragraph 9: In the event the office of the 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 Junior Vice Commander vacancy filled by election or appointment at the next regular scheduled meeting. The Vacancy shall be filled within 30 days.

Paragraph 10: In the event of a vacancy in the other elective offices such as the Chaplain, Treasurer, and Member-At-Large, the Commander shall appoint a member of the Chapter to fill the vacancy at the next regular scheduled meeting. The Vacancy shall be filled within 30 days.

Paragraph 11: Any elected officer can be removed for cause, that is, misconduct or neglect of duty in office, by utilizing the procedures set forth in ARTICLE 16 of the National Constitution and Bylaws of the Disabled American Veterans. Any vacancy created as a result of this Paragraph will be filled as prescribed in ARTICLE 6, SECTION 1, Paragraphs 9 & 10 of these Bylaws.

Section 2: Duties of the Elected Officers

Paragraph 1: The Commander or in his or her absence, the next higher officer, shall preside at all regular or special meetings of the Chapter. The Commander shall maintain order and dispatch such business as may legally come before him or her. All checks or vouchers issued by the Chapter Treasurer shall be co-signed on the second line of the check by the Commander or another elected or appointed officer who is a signatory on the Chapter financial accounts. The Chapter Treasurer shall sign on the first line of the check. The Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, and Adjutant must be approved by the Chapter Board of Directors in conjunction with annual elections in order to have signatory authority on the Chapter financial accounts. The Commander may perform duties as the Chapter Election supervisor which includes the installation of Chapter Officers and Committee Members. The Commander will appoint all Committee Chairs. The Commander shall perform all other duties that may be reasonably assumed to be incidental to his office, including those set forth in these Constitution and Bylaws, the Official DAV Ritual, in the DAV Officers Guide, and perform such other duties as may be lawfully delegated by the Chapter.

Paragraph 2: The Senior Vice Commander, Junior Vice Commander, Treasurer, and Chaplain, in the order named, shall perform the duties of the Commander in the event of his or her absence.

Paragraph 3: The Senior Vice Commander shall perform the duties of his or her office as set forth in these Bylaws, and in the Official DAV Officers Guide. The Senior Vice Commander shall encourage friendship among the members of this Organization, discourage discord, and promote harmony. Subject to the direction of the Chapter, the Senior Vice Commander shall act as Chairperson of the Membership Committee to the end that every eligible veteran may become a member. With approval of the Chapter, the Senior Vice Commander may appoint as many members as necessary to achieve the goals of the Membership Committee on behalf of the Chapter.

Paragraph 4: The Junior Vice Commander shall perform the duties of his or her office as set forth in these Bylaws and in the Official DAV Officers Guide. The Junior Vice Commander at all times shall encourage loyalty to the United States of America, to the DAV, and its members. The Jr. Vice Commander is also responsible for fund-raising activities, entertainment, and any other duties as set forth by the Commander.

Paragraph 5: The Treasurer shall perform the duties of his or her office as set forth in these Bylaws and in the Official DAV Officers Guide. The Treasurer shall maintain accurate financial records of all monies received and disbursed for the

Chapter. Whenever monies have been received for any purpose on behalf of DAV Chapter 34, he/she will immediately deposit all monies in a bank account in the name of the Chapter without any deductions or offsets. Authorized disbursements shall be made by direct withdrawal from the Chapter Checking Account with a debit card or by checks requiring two signatures of elected officers who are on the financial institution signature card for the accounts. The Chapter shall approve all officers who have signature authority at approved financial institutions. No disbursement of Chapter funds shall be made without a completed Chapter Expense Voucher approved by the Commander/Adjutant. All vouchers will be accompanied by receipts, invoices, or other evidence of payment in advance, or will contain the statement that the payment is an advance payment requiring submission of and appropriate documentation within ten days after the obligation. The Treasurer shall review Chapter Expense Vouchers to ensure accuracy and validity before signing on the top line of each check. The Treasurer shall render a monthly treasurer report which includes a report of all receipts and expenditures and a monthly bank reconciliation report to the Chapter at each regular meeting. An Annual Financial Report (AFR) shall be submitted to the Department of Virginia and National Organization within ninety-days after the close of the accounting year of the Chapter, which is July 1st through June 30th. This report shall have been audited and approved by the Chapter Audit Committee. The Treasurer is authorized to pay reoccurring normal operating expenses such as mortgage payments (if applicable) electric, water, sewage, and internet cable bills, service contracts, etc. via direct withdrawal from the Chapter Checking Account. The Treasurer shall also be the Chairperson of the Chapter Budget Committee and also can serve as the Chapter Adjutant in his or her absence. The Treasurer shall coordinate and work closely with the Chapter Audit Committee and provide the committee with copies of the monthly Treasurer Reports and any other pertinent financial/administrative documents required by the Audit Committee during Biannual Chapter Audits.

Paragraph 6: The Chaplain shall perform the duties of the Chaplain's office as set forth in these Bylaws, the Official DAV Ritual, and in the DAV Officers Guide. He or she shall visit the sick and comfort the families of those members that have passed away, and shall be responsible for encouraging attendance at DAV-conducted funerals and the proper conduct thereof. The Chaplain may be a member of the Emergency Relief/Homeless Committee and serve as required. The Chaplain may appoint as many members as necessary to achieve the goals of the Chaplain's station on behalf of the Chapter.

Paragraph 7: The Member-At-Large shall perform the duties of his or her office as set forth in these Bylaws. The Chapter Member-At-Large serves as a representative of the membership on matters the membership requests be

brought before the CEC. The Member At Large is the voice of Chapter Members. The Member-At-Large shall represent the Chapter at non-chapter events and meetings as directed by the Commander.

Paragraph 8: The Immediate Past Commander (IPC) shall perform the duties of his or her office as set forth in these Bylaws. The Chapter IPC shall serve the Chapter in an advisory capacity by providing the CEC and the Body with information and advice as it pertains to fulfilling the promises to veterans, their widows, and orphans. The Immediate Past Commander may perform the duties of the Chapter Election Supervisor, Officiating Officer and may also administer the "obligation" to new Chapter members. The IPC serves on the CEC with voting rights.

Paragraph 9: A Past Chapter Commander (PCP) shall perform the duties of his or her office as set forth in these Bylaws. The PCP shall serve the Chapter in an advisory capacity by providing the Body with information and advice as it pertains to fulfilling the promises to veterans, their widows, and orphans. The PCP may conduct the election and installation of officers, and may also administer the "obligation" to new Chapter members.

Paragraph 10: Each member by accepting any elective office, promises and agrees to perform the duties of such office to the best of his or her ability – to act and conduct himself in such a manner, at all times and places, as will only affect the good of the organization; to enforce and sustain this Constitution and the Bylaws of the Chapter, National and Department organization. When a successor has been duly elected and installed, the outgoing official must surrender, without notice or demand, all the records and other property of this Chapter in the outgoing official's possession or control to the incoming official.

ARTICLE 7 – APPOINTED OFFICERS

Section 1: Appointed Officers

Paragraph 1: The Commander, except as otherwise expressly provided in these Bylaws shall appoint, subject to the approval of the Chapter, the Adjutant, Judge Advocate, the BPTL, Officer of the Day, Sergeant At Arms, Service Officer and other officers as necessary to continue operations of the Chapter.

Paragraph 2: Appointed officers will be installed immediately after the appointment or within thirty days of their appointment. Newly appointed officers

shall also be installed prior to the Department Convention. They shall serve for one year or until newly appointed officers have been installed.

Paragraph 3: The tenure of appointed officers shall be at the pleasure of the appointive power, provided that no term of office shall exceed that of the appointive power, except as otherwise expressly provided for elsewhere in these Bylaws.

Paragraph 4: Each member by accepting any appointed office, promises and agrees to perform the duties of such office to the best of their ability – to act and conduct himself in such a manner, at all times and places, as will only affect the good of the organization; to enforce and sustain this Constitution and By-Laws of the Chapter, National and Department organization. When a successor has been duly elected and installed, the outgoing official must surrender, without notice or demand, all the records and other property of this Chapter in the outgoing official's possession or control to the incoming elected and installed official.

Paragraph 5: In the event of a vacancy in any appointed office, the Commander shall appoint a member of the Chapter to fill the vacancy at the next regular scheduled meeting. The Vacancy shall be filled within thirty days.

Paragraph 6: Any appointed officer can be removed for cause, that is, misconduct or neglect of duty in office, by utilizing the procedures set forth in ARTICLE 16 of the National Constitution and Bylaws of the Disabled American Veterans. Any vacancy created as a result of this Paragraph will be filled as prescribed in ARTICLE 7, SECTION 1, Paragraph 5 of these Bylaws.

Section 2: Duties of Appointed Officers

Paragraph 1: The Adjutant shall perform the duties of his or her office as set forth in the Official DAV Officers Guide and these Bylaws. The Adjutant will work closely with the Commander, Treasurer, and other Elected/Appointed Chapter Officers in order for them to effectively carry out the duties of their respective office. The Adjutant is responsible for keeping the Chapter's records and conducting the Chapter's official correspondence. The Adjutant shall keep detailed records of the Chapter's meetings and business affairs. The Adjutant will prepare Chapter Expense Vouchers as required and ensure all receipts and required documents are attached. The CEC and Chapter monthly meeting(s) will be audio recorded and transcribed. All motions should include the name of the member who make, seconds, or speaks on motions. At each business meeting, the Adjutant will read all correspondence received between meetings. However,

any chapter member in good standing may move that the Adjutant dispense with the reading of the preceding meeting minutes, with the exception of the CEC meeting minutes. The Adjutant shall announce whether a quorum has been met or not after the roll call of officers has been called. He/she will answer all correspondence promptly and file copies of the response with the Chapter's records. The Adjutant is responsible for the membership records and shall insure said records are current. The Adjutant shall insure that all Delegates going to the National Convention have proper credentials. He/she is responsible for forwarding the Delegates' names to National. The Adjutant shall submit a Chapter Officer Report to the Department of Virginia and the National Organization within ten 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. The Adjutant is responsible for submitting all required forms to the Department including DEC/ADEC Designation form, Chapter Supplemental Information form, Department Convention Delegate form, Thrift Store representative appointment form, or any other reports/forms required by the Department. The Adjutant must record all monies received by the Chapter. The Adjutant is the appointed officer authorized to receive mail. The Adjutant may serve as the Chapter's Treasurer. The Adjutant shall coordinate and work closely with the Chapter Audit Committee and provide the committee with copies of the CEC and Regular Scheduled Meeting minutes, vouchers, and any other pertinent financial/administrative documents required by the Audit Committee during Biannual Chapter Audits.

Paragraph 2: The Officer of the Day shall perform the duties of his or her office as set forth in the Official DAV Ritual. The Officer of the Day is responsible for maintaining a list of visitors at the Chapter meetings and introducing visitors when called upon by the Commander. The Officer of the Day is also responsible for escorting visitors and others to the podiums, when directed by the Commander.

Paragraph 3: The Sergeant At Arms shall perform the duties of their respective office as set forth in the Official DAV Ritual. The Sergeant at Arms assists the Commander in preserving order during Chapter meetings. The Sergeant at Arms is also responsible for verifying memberships of those in attendance when required to do so by the nature of business (i.e. election of Officers or Delegates and private matters requiring the protection of personal rights) and providing that information to the Chairperson of the Teller Committee and to the Commander. He or she may be responsible for handling the physical arrangement of the meeting hall.

Paragraph 4: The Chapter Service Officer (CSO) shall advise and assist Veterans disabled in the line of duty during times of war, or who were Prisoners of War during time of war while serving in any of the Armed Forces of the United States or its Allies, and their dependents and survivors in the preparation and processing of claims for benefits from any governmental agency. This also includes assisting veterans that have been discharged honorably or under honorable conditions from military service in applying for benefits and services through Veterans Affairs due to injuries or illnesses that they incurred while serving on active duty in the Armed Forces of the United States. Chapter Service Officers will be trained and certified annually with the National Organization through the Department of Virginia. The CSO will also present DAV Emergency/Homeless Relief grant applications when requested by the Disabled American Veteran, surviving spouse, or dependent. The Chapter Commander shall appoint CSOs and the Chapter will approve the appointments in the next scheduled general membership meeting. In addition to the foregoing, the respective Chapter Service Officers shall faithfully perform and carry out such other and further duties as may be properly assigned to them, from time to time, by the Chapter.

Paragraph 5: The Judge Advocate, upon the request of the Chapter Commander, shall render an opinion upon all parliamentary questions, upon any questions arising out of any dispute upon the floor of the assembly, or concerning the interpretation of this Constitution and Bylaws, or the National or Department organizations. Upon receipt of this opinion, the commander (or presiding Officer, if the Commander is not in his or her chair), shall announce their 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 (2/3) 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. The Judge Advocate shall serve as the Chairperson of the Constitution and Bylaws Committee and the Chapter Benefits Protection Team Leader.

Paragraph 6: The BPTL is responsible for coordinating and overseeing DAV's grassroots efforts, legislative agenda, and resolution process at the local level. The BPTL is also responsible for advocating for local issues that are not in conflict with resolutions adopted at the National level or with Department policies, at the direction of the Department Commander.

ARTICLE 8 – COMMITTEES

Section 1: Standing Committees

Paragraph 1: All standing committees shall meet at the call of the Commander or Chairperson.

Paragraph 2: Committees shall consist of a Chairperson and at least two additional members or include as many members as necessary to achieve the goals of the respective committee on behalf of the Chapter.

Paragraph 3: The Commander, except as otherwise expressly provided in these Bylaws, shall appoint the Chairperson of each Committee with the approval of the Chapter. The Committee Chairperson will select the Committee members.

Paragraph 4: The following committees will be Standing Committees of the Chapter: Membership, Budget, Audit, Grievance, Emergency Relief/Homeless, Social Media, Entertainment, and any other committees as may be authorized by the Chapter.

Paragraph 5: The Chapter Commander shall be an ex-officio member of all committees appointed by him/her, with the exception of the nominating committee.

Paragraph 6: The Chairperson of a Committee shall be installed within 30 days of their appointment.

Paragraph 7: The Chairperson of Standing and Special Committees may use a variety of methods to conduct their meetings. These methods may include email meetings, telephone conferences, video conferences, and face-to-face meetings. The Chairperson must ensure that all committee members can effectively participate in the type of meeting that is being used.

Section 2: Duties of Standing Committees

Paragraph 1: Membership Committee

- (a) The Chairperson will select the Committee members. The Senior Vice Commander is the Chairperson of the Membership Committee.
- (b) The Membership Committee shall have at least three members or include as many members as necessary to accomplish the goals of the Committee on behalf of the Chapter.
- (c) The Chapter will forward his or her application for Chapter membership to DAV National Headquarters for final determination or acceptance as a member of the DAV, Patrick Henry, Chapter 34.
- (d) No applicant shall be denied Chapter membership if he or she meets the eligibility requirements as set forth in the National Constitution and Bylaws.
- (f) Members may secure a transfer of membership from one Chapter to another Chapter upon the approval of the receiving Chapter, which shall vote on accepting the member at a regularly scheduled meeting.
- (g) Dues in this Chapter shall be as the National Organization directs.
- (h) The membership year shall commence on July 1 and expire at midnight of the June 30.

Paragraph 2: Budget Committee

- (a) The Treasurer is the Chairperson and he or she will select the Committee members.
- (b) The Budget Committee shall have at least three members or include as many members as necessary to accomplish the goals of the Committee on behalf of the Chapter.
- (c) The Budget Committee shall prepare an annual budget reflecting anticipated and projected expenditures.
- (d) The budget shall not provide for expenditures in excess of the estimated income for the fiscal year involved.
- (e) The proposed budget shall be submitted to the Chapter for approval no later than the first scheduled meeting of the fiscal year.
- (f) The expenditures contained in the approved budget of a recurring nature such as a mortgage, Adjutant expenses, office expenses, printing, and other office expenditures to include, but not limited to, accounts related to an electronic newsletter or other communications, may be paid when due without further action from the Chapter.

Paragraph 3: Audit Committee

- (a) The Commander shall appoint a Chairperson and the Chairperson will select the Committee members.

- (b) The Audit Committee shall have at least three members or include as many members as necessary to achieve the goals of the Committee on behalf of the Chapter. The Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Adjutant, and Budget Committee Chairperson shall not be a member of the Audit Committee.
- (c) The Chapter Audit Committee shall have access to monthly treasurer reports during Chapter Audits.
- (d) The Audit Committee shall conduct an audit semi-annually (January and July) of the monthly report of the Treasurer, and if found true and correct, approve the same; if the Committee does not approve the report, it shall advise the Chapter as to the reasons thereof.
- (e) The Committee shall also make an examination of the records and files of the Adjutant and make a report thereon to the Chapter at the first regular meeting in July and the first meeting in January. The Audit Committee will conduct a semi-annual audit in January and July of the fiscal year.

Paragraph 4: Grievance Committee

- (a) The Commander shall appoint a Chairperson and the Chairperson will select the Committee members.
- (b) The Grievance Committee shall have at least three members or as many members as necessary to accomplish the goals of the Committee on behalf of the Chapter.
- (c) The Grievance Committee has accountability for reviewing and resolving the grievances of the Chapter members. The Grievance Committee ensures members' complaints and grievances are conducted according to National, Department, and Chapter 34 Bylaws. The Grievance Committee is supportive of the DAV mission to uphold and maintain the Constitution and Bylaws of the Disabled American Veterans.
- (d) The Grievance Committee Chairperson or Committee Members shall not be a member of the CEC.

Paragraph 5: Emergency Relief/Homeless Committee

- (a) The Commander shall appoint a Chairperson and the Chairperson will select the Committee members.
- (b) The Emergency Relief/Homeless Committee shall consist of at least three members or as many members as necessary to accomplish the goals of the Emergency Relief/Homeless Committee on behalf of the Chapter. The Chapter's Chaplain may be a member of the Committee.
- (c) It shall be the duty of this Committee to keep informed as to the public and

private agencies or organizations which can offer temporary or permanent assistance to disabled veterans or their dependents and to assist such person in securing proper and adequate aid and assistance.

- (d) Emergency Relief/Homeless Committee has the responsibility for reviewing requested assistance from Disabled Veterans, their dependents, or survivors needing financial relief. All applications will be reviewed, and the information given by the applicant must be verified to confirm its accuracy. The Emergency/Homeless Committee will keep the CEC informed on all matters.
- (e) Emergency funding for Emergency Relief/Homeless shall be limited to veterans with an honorable discharge and their dependents or survivors for not more than \$1000 if within the amounts budgeted by the Chapter for such purposes, without prior CEC or Chapter approval. For amounts over \$1000, the Chapter Emergency Relief/Homeless Committee must obtain approval from the Chapter Executive Committee. A special CEC meeting must be called to approve expenditures in excess of a thousand dollars. The funded amount of \$1000 applies to each program (Emergency Relief and Homeless) and funding may be granted to Disabled American Veterans, surviving spouses, and dependents having a legitimate need for financial relief in emergency situations. Financial assistance provided to disabled veterans, surviving spouses, and/or dependents more than one time will be considered on a case-by-case basis.

Paragraph 6: Entertainment Committee

- (a) The Commander shall appoint a Chairperson and the Chairperson will select the Committee members.
- (b) The Entertainment Committee shall consist of at least three members, or as many members as necessary to accomplish the goals of the Committee on behalf of the Chapter.
- (c) This Committee shall secure speakers, or other than partisan, political subjects, or concerning sectarian or labor disputes, and entertainers for the Chapter meetings and refreshments and other Chapter affairs, by and with the prior approval of the Chapter.

Paragraph 7: Social Media Committee

- (a) The Commander shall appoint a Chairperson and the Chairperson will select the Committee members.
- (b) The Social Media Committee shall consist of at least three members and as many members as necessary to accomplish the goals of the Committee on behalf of the Chapter.

- (c) Shall be responsible for operating and maintaining social media to promote the Chapter, Committees, and the cause of the disabled veteran and their families and survivors.
- (d) Shall be responsible for operating and maintaining the Chapter's social media presence and its content on Facebook, Twitter, YouTube, and other social media sites.
- (e) Shall be responsible for operating and maintaining the Chapter website. Shall not place content on the website without the review and consent of the Chapter Commander and Chapter Adjutant.
- (f) Shall be responsible for creating and publishing the Chapter electronic newsletter and shall not send the published electronic newsletter to chapter members without the review and consent of the Chapter Commander or Chapter Adjutant.
- (g) The Social Media Committee shall not release Personally Identifiable Information (PII) through Social Media.

Section 3: Special Committees

The Commander with the approval of the Chapter will appoint special committees as needed for Chapter operations such as event coordinators, special projects, building and grounds, etc. The special committees will serve at the discretion of the Commander. The Commander will notify the Chairperson of the committee when their services are no longer needed.

ARTICLE 9 – NOMINATIONS

Section 1: The CEC will nominate a Nominating Committee Chairperson and at least two Nominating Committee members at the CEC meeting preceding the Regular Scheduled monthly meeting in February. Additional candidates/nominees may be nominated from the floor. The Membership shall elect the Nominating Committee at the Chapter's Regularly Scheduled Monthly Meeting in February.

Section 2: The Nominating Committee's responsibility is to find the best candidate for each elected office. The Committee will meet and review the membership roster and select the people who they think will do the best job in each elected office. A member of the Committee will be designated to call each nominee and find out if he or she is willing to serve if elected.

Section 3: The Chairperson of the Nominating Committee shall present the Nominating Committee Report to the Chapter immediately after the appointment of Election Tellers and make its recommendations prior to the election of Chapter Officers.

Section 4: The Nominating Committee Report shall include only one candidate for each elected office. Additional candidates/nominees may be nominated from the floor.

Section 5: One nominating and one seconding speech may be permitted for each candidate.

Section 6: Each candidate must be present to accept a nomination for the elected office or if absent, submit a letter at the nomination meeting stating a willingness to serve.

ARTICLE 10 – ELECTIONS

Section 1: The Commander shall appoint an Election Teller Committee at the Chapter's Regular Scheduled/Election Meeting in April consisting of a Chairperson and at least two additional tellers, whose duties are to distribute ballot slips, collect, count, and provide a written report of them to the Chapter. The report, signed by the tellers, must include the number of votes cast, the number required to elect, the amount received by each candidate, and any illegal votes. The election supervisor announces the results for each office. The Chapter Commander or a Past Chapter Commander may perform duties as the election Officiating Officer.

Section 2: All notices of election meetings will be sent out at least fifteen days in advance of the election. Such notices may be made by the United States Postal Service (USPS), electronic mail, or any other social media developed and maintained by the Chapter

Section 3: All voting for officers shall be by written ballot, except by unanimous consent. In the event only one member is nominated for an elective office, the Chapter Adjutant will cast one unanimous vote for that member to be elected for that office. Only members in good standing are eligible to vote on any motion or election.

Section 4: There shall be no voting by proxy or voting by absentee ballot. Only members in good standing and present during the election meeting shall be entitled to vote on any question. Upon the election, or appointment, and the installation of the successor to any office, all Chapter property in his or her possession will be surrendered to the newly installed officer.

Section 5: It shall require a majority of votes to elect a candidate for any office. It shall also require a majority of votes cast to elect delegates or alternates at a Department Convention.

Section 6: The Chapter shall install elected and appointed officers prior to the Department Convention each year at a time and place approved by the Chapter. They shall serve for one year or until newly elected or appointed officers have been installed.

Section 7: A quorum shall be maintained throughout the election.

ARTICLE 11 – MEMBERSHIP

Section 1: No new applicant shall be denied Chapter membership if he or she meets the eligibility requirements as set forth in the National Constitution and Bylaws.

Section 2: There shall be but one class of membership; to wit, Life Member. Honorary and Stand-by memberships are prohibited.

Section 3: The amount of dues payable for Life members shall be governed by the National Laws and mandates.

ARTICLE 12 – MEETINGS

Section 1: Regular Chapter meeting dates, times and locations shall be determined by a majority vote of the Chapter in session. Regular Chapter meetings will normally be held on the first Saturday of each month or as otherwise approved by the membership. The CEC meetings will be normally held one week prior to the regular scheduled meeting. Exceptions will be announced in the newsletter, via email, or on the Chapter's website. The Commander has the authority to change the time, date, and place of a regular scheduled meeting, provided a special effort is made to notify the membership.

Section 2: The Chapter must hold at least six CEC and Regular Scheduled/Membership meetings with a quorum present within a membership year. The membership year and fiscal year shall commence on July 1 and expire at midnight of the following June 30th.

Section 3: Special meetings of the Chapter may be called by the Commander whenever the Commander may deem it necessary, or when the Commander is requested in writing to do so by ten or more Chapter members. The call of any such special meeting shall specifically state the purpose for which it is called. No other business, not specified in the call, shall be transacted at the special meeting. Notice of such meeting shall be made to the membership at least five days prior to the meeting date, by either telephone, USPS (United States Postal Service) mail, electronic mail (e-mail), or other electronic media currently employed by the Chapter.

Section 4: Chapter members may be notified at least five days by either telephone, USPS (United States Postal Service) mail, electronic mail (e-mail), or other electronic media currently employed by the Chapter to attend monthly regular scheduled Membership and CEC meetings.

Section 5: Rules of Chapter meetings shall be as follows:

Rule 1: The order of business at any regular meeting shall be prescribed as in the Official DAV Ritual and as dictated by the needs of Chapter 34.

Rule 2: A quorum shall consist of a majority of the elected officers and the Immediate Past Commander in attendance at CEC, Regular Scheduled, and Special Meetings. The Immediate Past Commander's (IPC) position is not an elective Chapter office, but the IPC is a voting officer at CEC and Regular Scheduled and Special Meetings. The elected officers are the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain, and Member-At-Large. Therefore, a quorum will consist of at least four elected officers in attendance, or at least three elected officers, plus the Immediate Past Commander in attendance. At least 5 members of the Body must be present at Regular Scheduled or Special Meetings in order to constitute a quorum.

Rule 3: Voting on main motions shall be by voice. If the vote is too close to call, the Commander may call for a raised-hand vote.

Rule 4: 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 Bylaws, or the National Constitution Bylaws.

Rule 5: Discussion of personal grievances will not be in order on the floor unless brought out by the Grievance Committee having authority to consider any such matters.

Rule 6: Matters concerning an individual only, with respect to his own personal interest, shall not be in order but may be taken before the proper Committee.

Rule 7: Belligerent and disrespectful words or tone of voice, or other disruptive behavior, will not be tolerated. The Commander may give a warning at the first offense. If the unacceptable behavior continues, the Commander may ask the member to depart the premises (for this meeting only). A complete description of the behavior and action taken shall be entered in the minutes. If a member exhibits a pattern of disruptive behavior at subsequent meetings, a grievance shall be written against him or her, which could eventually result in suspension. Such behavior is interfering with the mission of DAV.

Rule 8: To speak, a member shall stand, or raise their hand, until recognized by the Commander.

Rule 9: A speaker has 3 minutes to present his or her statement and make a motion to discuss. The Commander will state the motion and ask for a SECOND.

If no one seconds the motion, the Commander will state that the issue is not open for discussion and move on to the next issue. If a matter needs a vote, and the discussion appears to be ended, the Commander will ask 3 times, "Is there further discussion." If there is no further discussion, the Commander will call for a voice vote on the issue. If the vote is too close to call, the Commander may call for a raised hand vote. When the voting is finished, the Commander will announce the measure approved or rejected, and move on to the next issue. If the issue needs further investigation, the Commander may ask the person making the motion to "table" the issue and call for a vote to "table."

ARTICLE 13 – MISCELLANEOUS

Section 1:

Paragraph 1: These Bylaws may be amended at any Chapter meeting by a two-thirds majority vote of those present and voting, subject to the approval of the Department and National Judge Advocate, and effective only after the date of this approval, provided that such amendment is read at least on two consecutive membership meetings and every attempt shall be made to notify all members of the proposed change, utilizing the current method in use by the Chapter to post meeting notices or other news for Chapter members prior to each of the two meetings. Such notice may be by the United States Postal Service, electronic mail, or social media developed and maintained by the Chapter.

Paragraph 2: A copy of this Constitution and Bylaws shall be properly affixed to the back of the framed Chapter Charter to prevent its loss and in order that it may always be available for reference.

Section 2:

Except as otherwise expressly provided in the National Bylaws, the Chapter shall not sponsor or engage in, directly or indirectly, any fund-raising or finance projects without the prior approval of the Department of Virginia. Approval shall be requested on the form promulgated by, and in the manner specified by, the Department of Virginia. All fundraising activities shall be conducted in accordance with Article 15 of the National Bylaws and Regulations of the National Executive Committee.

Section 3:

The name of the Chapter or of the DAV shall not be used in connection with any political, sectarian, or labor dispute or in any matter not directly relating to wartime service-disabled veterans. However, nothing in this paragraph shall prohibit the Chapter from participating in political issues, which have a direct bearing upon the welfare of America's disabled veterans, providing such participation is in a non-partisan manner and does not endorse or directly support any specific candidate for political office.

Section 4:

Whenever used in this Constitution, Bylaws, and the context so requires, the masculine shall include the feminine, and the singular shall include the plural, and vice versa. The initials DAV, whenever used in this Constitution and Bylaws, refers to the Disabled American Veterans.

Section 5:

Forget Me Not funds will only be used for the support and assistance to Disabled American Veterans, their dependents, and/or their survivors.

Section 6:

No funds of the Chapter shall be used in making loans or advances of any kind or character except as otherwise provided in these Bylaws.

Section 7:

The Chapter shall pay, subject to budget approval, authorized expenses for the Chapter Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, and Treasurer to attend the annual National Convention as Chapter delegates. The CEC will submit recommendations to the Chapter during the month preceding the National Convention for Chapter approval. The CEC will also submit recommendations for the Social Media Chairperson, Chaplain, Member At Large, IPC, and a CSO, in that order of precedence, to attend the National Convention as an alternate in the event one or more of the designated Chapter delegates are unable to attend. The Chapter will incur expenses for not more than five delegates to attend the National Convention. Other Chapter members may attend the National Convention as Chapter delegates at their own expense. However, the Chapter will only reimburse those Chapter members for registration fees. The Chapter Commander or Adjutant will use the chapter credit

card and reserve no more than five rooms at the designated hotel at the National Convention. Upon check-in at the servicing hotel, each Chapter Delegate will ensure their individual credit card is presented to the hotel's front desk personnel to ensure payment for the hotel expenses associated with their reservation at the servicing hotel. Authorized expenses include lodging, cost of an airline ticket, airline baggage, if applicable, registration fees, meals at the published GSA rates, and POV parking fees at the departing airport for individual travel of a delegate(s), if applicable.

Upon Chapter approval for a Chapter delegate to travel via POV to the National Convention, the Chapter will reimburse the member for the lesser of the two costs (airline economy tickets, one baggage fee, airport shuttle fees, airport parking, or POV Mileage Reimbursement). Upon Chapter approval for a Chapter delegate to travel via airline to the National Convention, the Chapter will reimburse the member for the cost of the airline ticket at the economy rate and one checked bag. Special seating is not authorized. If a Chapter delegate travels via POV or by Airline to a National Convention without Chapter approval, he or she will not be reimbursed by the Chapter for their expenses. Chapter delegates that are authorized the use of a service animal are thereby authorized to travel via POV to the National Convention. The Chapter may rent a vehicle for Chapter delegates to travel to the National Convention and authorized expenses include toll fees, parking fees, oil and gas expenses, and other expenses required to operate and maintain the vehicle for group travel of Chapter delegates. Alternates attending the National Convention may be approved by the Body at the Regular Scheduled Meeting preceding the National Convention. The Chapter delegates shall turn in receipts for authorized expenses to the Chapter Adjutant within seven calendar days after the close of the National Convention. The Chapter Adjutant and Treasurer shall execute a Chapter Expense Voucher for each Chapter delegate and complete all travel documents no later than 15 calendar days upon receipt of all required documents from the Chapter Delegates.

Section 8:

The Chapter shall, subject to budget approval, pay the expenses for no more than ten Chapter members to attend the Department of Virginia Conventions and Conferences as Chapter delegates. The DEC & ADEC are included in the number of Chapter members to attend the Department Conventions and Conferences. The CEC will submit recommendations to the Chapter during the month preceding the Department Convention or Conference for the Junior Vice Commander, Treasurer, Chaplain, Member At Large, Adjutant, and Social Media

Chairperson to attend the Department Convention or Conference as Chapter delegates at the Regular Scheduled meeting. The CEC will also submit recommendations to the Chapter for the IPC and one or more CSOs to attend the Convention or Conference as an alternate in the event one or more of the designated Chapter delegates are unable to attend. As a minimum, two Chapter members from the Body will also be given the opportunity and selected to attend the Department Convention or Conference as Chapter delegates. If no Chapter member is selected from the Body, two of the designated alternates will attend the Department Convention or Conference as Chapter delegates.

The Chapter Commander or Adjutant will use the Chapter credit card and reserve no more than ten rooms by name at the designated hotel at the Department Convention. Upon check-in at the servicing hotel, each Chapter delegate will secure their individual room with their personal credit card. Authorized expenses include POV mileage reimbursement from the delegate's primary place of residence to Department Conferences or Conventions, one or more meals at the current GSA rate, lodging if applicable, and registration fees. The Chapter will also provide POV mileage reimbursement to Chapter delegates that travel from their primary place of residence to Department Conferences/Conventions in the Tidewater/Hampton Roads area and return on a daily basis, if applicable, and one or more meals at the current GSA rate per day are authorized. The delegates shall turn in receipts for authorized expenses to the Chapter Adjutant within seven calendar days after the close of the Convention or Conference. The Chapter may rent a vehicle for group travel of Chapter delegates to Department Conventions/Conferences. Authorized expenses include toll fees, parking fees, oil and gas expenses, and other expenses required to operate and maintain the vehicle for group travel of Chapter delegates. Chapter delegates that are authorized the use of a service animal are thereby authorized to travel via POV to Department Conventions/Conferences. The Chapter Adjutant and Treasurer shall execute a Chapter Expense Voucher for each Chapter delegate and complete all travel documents no later than 15 calendar days upon receipt of all required documents from the Chapter Delegates. Alternates to attend the Department of Virginia Conventions or Conferences shall be authorized all benefits as listed above.

Section 9:

The Chapter Chaplain or his/her designated representative is also authorized to travel reimbursement at the published GSA Mileage Reimbursement Rate for using a POV in the conduct of ordinary Chapter business on behalf of the Chapter. The Chaplain or his/her designated representative will maintain a

Vehicle Mileage Log and keep an accurate account of mileage used in the performance of duties and submit the vehicle mileage log along with the supporting Chapter Expense Voucher if he or she desires to be reimbursed for POV mileage.

Section 10:

The Chapter shall, subject to budget approval, pay the expenses for CSOs to attend Department level CSO training. Authorized expenses include POV mileage reimbursement, up to three meals at the published GSA rates, and lodging if applicable.

Section 11:

The Chapter is authorized a credit/debit card to be used only to pay for periodic Chapter operating expenses that do not occur on a monthly or regular basis. The Chapter Commander and Adjutant will be the Chapter credit/debit card holders. The Chapter credit/debit card will be used specifically for Homeless/ER expenditures, expenses (tolls, parking, oil, gas) required to operate a rented vehicle for group travel to Department Conventions/Conferences or at National Conventions, to reserve hotels for Chapter delegates attending National Conventions, to make as-needed administrative and supply purchases at local vendors in order to keep the office running and computer software-related purchases to maintain CSO operations, i.e., Adobe Acrobat Pro account that is used by CSOs.

Section 12:

The Chapter shall maintain a log of all purchases made and items (material, supplies, equipment) received at the Chapter. The log will include as a minimum the following columns: date of purchase, description, serial or ID number if applicable, number of items, original cost, and a verified by column. All purchases by the Chapter/member will be verified and documented by another member accounting for all items purchased (listed on the receipt) that were received. The Chapter shall also maintain an inventory of furniture and office equipment which will include cameras, computers, printers, faxes, telephones, copiers, recorders, televisions, microphone speaker systems, and other sensitive items, and the original cost of each item. The Chapter Commander shall appoint a Chapter member to perform duties as the Chapter Supply Officer to manage the Chapter's property and said property shall be inventoried on an annual basis during June of each year.

Section 13:

The Chapter Commander shall appoint two Chapter members in writing, annually after Chapter elections to perform duties as primary and alternate Chapter Thrift Store Representatives. The Chapter Thrift Store representative shall attend the Thrift Store Committee quarterly meeting and obtain information such as the current state of operations, finances, and quarterly financial distribution. They shall have the responsibility of conveying all such information to the Chapter at the next Regular Scheduled CEC and General Membership meetings. The Chapter shall, subject to budget approval, pay the expenses for Chapter Thrift Store Representatives to attend the Department Thrift Store Committee meetings. Authorized expenses include POV mileage reimbursement from the Thrift Store representative's primary place of residence to the Thrift Store meeting location and return, meals at the published GSA rates, and lodging, if applicable.

Section 14:

All disciplinary actions shall be conducted in accordance with Article 16 of the National Bylaws.

Section 15:

The Commander and Adjutant will ensure that DAV members transferring from other Chapters complete the Official Membership Transfer Form. The request for transfer must be approved by the Chapter at a Regular Scheduled Meeting prior to the Commander and Adjutant signing the form.

Section 16:

Chapter officers must be approved annually by the Corporate Board of Directors immediately following the Chapter Annual Elections in order to have signatory authority on the Chapter's financial accounts. However, during the course of the year, if a Chapter Officer on the financial signature card is replaced or removed, the new Chapter Officer's financial signatory authority is approved by the Body.

ARTICLE 14 – Amendments

Paragraph 1: These Bylaws may be amended at any Chapter meeting by a two-thirds majority vote of those members in good standing who are present and voting, subject to

the approval of both the Department and National Judge Advocates, and effective only after the date of the approved Bylaws, provided that any such amendment is read at two meetings and that all members were notified of the proposed change, utilizing the current methods in use by the Chapter to post meeting notices or other news for Chapter members prior to each of the two meetings. Such notice may be by the United States Postal Service (USPS), electronic mail, or social media developed and maintained by the Chapter.

Paragraph 2: To the extent to which the provisions of these Constitution and Bylaws are, or may at any time become inconsistent with the provisions of the Constitution and Bylaws and lawful mandated, decisions and regulations of either the Department of Virginia or the National Organization as now in force or as hereafter amended or adopted, this instrument shall be deemed amended so as to conform thereto.

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First Reading Date: June 3, 2023

Second Reading Date: August 12, 2023

Robert E. Monroe

Robert E. Monroe, Chairperson, C&B Committee
DAV Chapter 34

Adopted after the second and final reading by a majority vote of
Chapter 34 Membership this

Veronica Jordan

Veronica Jordan, Adjutant
DAV Chapter 34

Charles Morris

Charles Morris, Commander
DAV Chapter 34

Approved: November 4, 2023

Stephen C. Combs

Steve Combs
Department Judge Advocate

Approved: 11/7, 2023

Michael E. Dobmeier

Michael E. Dobmeier
National 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: 11/7/23
DAV National Judge Advocate