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CONSTITUTION

PREAMBLE

For God and Nation, 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 the sacrifices in common made and drawn by strong bonds of respect and mutual suffering, solemnly and firmly associate ourselves together in creating the Disabled American Veterans (DAV), 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 of our military association; to aid and assist worthy wartime disabled veterans, their widows/widowers, their orphans and their dependents.

ARTICLE I — AUTHORITY

Section 1: Under the authority of Article IV of the National Constitution, and Article VI of the National Bylaws of the Disabled American Veterans, there has been, and is hereby established the Disabled American Veterans Department of Washington.

Section 2: The purpose of the Department, will be to uphold and maintain the Constitution and laws of the United States of America: To realize the true American ideals and aims for which those eligible to 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 Veterans Administration and all other public and private agencies devoted to the cause of improving and advancing the condition, health and interests of 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 II — POWERS

Section 1: The Department is organized and exists under the provisions of Article IV of the National constitution and Article VI of the National Bylaws of the Disabled American Veterans, acknowledges it, allegiance to and affiliation therewith.

Section 2: 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 real estate and personal property necessary for its corporate purposes; to adopt a corporate seal and alter the same at pleasure; to adopt a Constitution, Bylaws and Regulations to carry on its purposes consistent with the laws of the United States of America, the State of Washington or the National Organization and to be governed thereby.
ARTICLE III — MEMBERSHIP

Section 1: The Department consists of all chapters of the DAV which have been duly organized within the State of Washington, and which have been constituted as such according to the provisions of this Constitution and of the National Constitution and Bylaws of the Organization.

Section 2: Eligibility and classes of membership in any Chapter are governed by the provisions in the National Constitution and Bylaws.

Section 3: No member will be expelled or limited in any of the privileges of membership except as specified in Article XVI of the National Bylaws.

Section 4: Transfer of membership from one chapter to another will be made in accordance with the National Bylaws. A transfer of membership will not affect the voting strength of either Chapter until the first of the next membership year.

Section 5: No member (other than a chapter) has any right or interest in the property of this corporation. No membership will be assigned or transferable, except as provided in these Bylaws.

ARTICLE IV — LEGISLATION

The Supreme Legislative Power of the Department is vested in the Department Convention, except this power is vested in the Executive Committee between conventions, provided, however, such action will not be in conflict with convention mandates or this Constitution and Bylaws.

ARTICLE V — AUXILIARIES

Section 1: The Department recognizes a Disabled American Veterans Auxiliary as an auxiliary unit of the Disabled American Veterans, to be composed as per National Constitution and Bylaws.

Section 2: The Department recognizes an Auxiliary and the National Order of Trench Rats, when chartered in accordance with Article 10 Section 10.1, of the National Bylaws.

ARTICLE VI — POLICY

The Department will be nonpolitical and nonsectarian and the name of this organization will not be used in representing the desires or wishes of its members in any partisan, political, sectarian or labor dispute except as hereinafter provided. The foregoing will not prevent this organization, or any unit thereof from participating in political issues, which have a direct bearing upon the welfare of America's disabled veterans.
ARTICLE VII --- AMENDMENTS

Section 1: This constitution may be amended at any Department Convention by a vote of two-thirds of the total authorized delegates assembled thereat, provided the proposed amendment will have been read at such convention at least one calendar day prior to them being voted on for approval or disapproval.

Section 2: Amendments to this Constitution and Bylaws will be effective upon approval by the governing body of this organization, and approved by the National Judge Advocate.
BYLAWS

ARTICLE 1 — AUTHORITY AND ORGANIZATION

Section 1.1: Governing Bodies

The Governing Body of this Department is its’ Department Convention, Department Executive Committee and Delegates from the Chapters chartered therein.

Section 1.2: Records - Inspection

The Department Convention and Department Executive Committee will keep records of its proceedings which will be provided to each Chapter and Department Officer, and each Past Department Commander, within 120 days after each session, or within a reasonable time.

ARTICLE 2 --- BONDS – INSURANCE

Section 2.1: Bond

All persons handling funds of the Department, appointed or elected, must be adequately bonded, commensurate with the position held within the Department, and for no less than $2,500.00 per position.

Section 2.2: Insurance

Para 1: The Department, will provide a general liability policy to cover the actions and functions of the Department, its elected officers and its employees, for any acts performed in the proper performance of their official duties.

Para 2: Proper insurance coverage will be obtained for the Department equipment.

Para 3: The Department Adjutant will procure the necessary coverage as mandated by these Bylaws. They will make application for the necessary insurance coverage within sixty days.

ARTICLE 3 --- CHAPTERS

Section 3.1: Formation

Chapters may be formed within the Department as provided for in the National Bylaws Article VI.
Section 3.2: Constitution & Bylaws

Para 1: Each local Chapter must adopt its own Constitution and Bylaws provided, said Constitution and Bylaws do not conflict with this Departments’ or National Constitution and Bylaws. Every Chapter in good standing will have the privileges or representation and will pay the same delegate fees as other Chapters within the Department.

Para 2: Each Chapter will submit its Constitution and Bylaws to the Department Judge Advocate for Departmental approval and forwarding to the National Headquarters for the approval of the National Judge Advocate.

Section 3.3: Election of Officers

Para 1: Each Chapter will elect or appoint such officers as mandated by the Chapter Bylaws. They will include the Chapter position of State Executive Committeeperson.

Para 2: All Chapters will hold an election of officers at a regular Chapter meeting held sometime between March 1st and May 15th of each year. A Chapter Officer Report will be submitted to the Department and the National Organization within ten days after the election. Installation of chapter officers will take place within thirty days of election or appointment.

Para 3: Any officer elected or appointed must qualify for and fill the office for which they are chosen, at the first regular meeting succeeding their installation, unless excused by a vote of the Chapter. All officers must be installed in person before assuming the duties of their respective offices. If any Officer, elected or appointed, is absent without good cause for three consecutive meetings, the office will be declared vacant.

Para 4: No Chapter Commander will hold the position of Chapter Treasurer or Chapter Adjutant during their elected term of office.

Section 3.4: Financial Records & Reports

Para 1: Each Chapter will keep a complete record of all receipts and payouts of Chapter funds, and will make an annual Financial Report to the Department of Washington and National Organization within ninety days after the close of the accounting year, which is the membership year commencing July 1 and ending June 30. All reports must be filed on forms provided by National Headquarters. All Chapter Funds must be deposited in a bank or trust company in the name of the Chapter.

Para 2: Provision will be made by each Chapter for expending and remitting of funds by check, credit/debit card or cash with vouchers approved by two or more
Officers. Two of three elected officers, two of whom will be the Commander and the Treasurer, signs bank checks. Exception to the above may be made when a Chapter maintains a petty cash fund not to exceed $50.00, the same to be accounted for by voucher.

Para 3: Each Chapter will have an audit committee (elected or appointed) and should not include the Commander, Senior-Vice Commander, Adjutant, Treasurer or Finance Committee Chairperson, to audit the Chapter books and records at least semi-annually and render their report to the Chapter. This provision satisfies the requirement of the National Bonding Company.

Section 3.5: At Large Chapter

Para 1: There will be a Chapter in the Department known as the Evergreen State Chapter, whose members will be members of the Department who are not members of any other chapter.

Para 2: At Large Chapter will not be entitled to vote as such, or to representation at any Department, or National Convention.

Para 3: At Large Chapter will not exercise the powers of a governing body, or as such, conduct any fund raising activities.

Section 3.6: Fund Raising

Para 1: Each Chapter may hold an annual Forget-Me-Not drive or some other Fund Raising event in lieu thereof.

Para 2: Income from Forget-Me-Not drives will be used solely for service to disabled veterans, their dependents and survivors and for no other purpose.

Para 3: Income from approved Department or Chapter fund-raising activities will be used to support programs and activities sponsored by the DAV, its subordinate units and other entities, as long as such programs and activities provide a direct and substantial benefit to disabled veterans, their dependents and survivors.

Section 3.7: Removal from Office

Para 1: Any Chapter Commander may remove any appointive officer from their office with or without cause, with the approval of a majority of the members present by secret ballot.

Para 2: Any five or more members of a Chapter may join in and sign a written petition for the recall of any Appointive or Elected Chapter Officer, which will state the reasons therefore. The petition will be read at the meeting at which it is
presented, but no further action will be taken thereon until the next meeting. At least seven days before, a copy of the petition will be given to the Officer concerned, together with a written notice stating the time, date and location of the next meeting and that at such time the petition will be debated and voted on for approval or disapproval. After discussion at that meeting, a vote, by secret ballot, will be taken that such Officer be recalled from office. If adopted by an affirmative vote of two-thirds of the members present, the vacancy is created. If an appointive office, it will be filled by the Commander, with approval of the Chapter; and if an elected office, it will be filled by nomination and election at the same meeting.

ARTICLE 4--- CHARTERS

Section 4.1: Formation

Chapters may be formed within the State of Washington as provided for in Article 6 of the National Bylaws.

Section 4.2: Revocation

Para 1: The Department Commander may suspend the Charter of a Chapter for a period of thirty days or more, but not to exceed three months, for violations of the Constitution and Bylaws of the organization or refusal to comply with the lawful orders of the National Convention, National Executive Committee, Department Commander or Department Executive Committee. The Department Commander taking such action will notify the Chapter and the National Commander of such action, in writing, within fourteen days thereof, giving the reasons therefore. The Chapter so suspended may appeal directly to the National Commander. The National Commander may in their discretion revoke such suspension. While under suspension (and not trusteeship), no meetings will be held in the name of the Chapter or Organization, except for the sole purpose of the discussion of the cause, effect or removal of the penalty. No funds of the Chapter will be expended or obligations incurred during and while the order of suspension is in force and effect. The Department Commander may also direct any funds deposited in financial institutions in the name of the Chapter be frozen during the period of suspension. With Department Commander approval, payment for the maintenance of Chapter property will be paid.

Para 2: All Charters returned to Department or National will be declared null and void and such Chapter number will not be reissued again, except on the reinstatement of the defunct Chapter.

Para 3: Upon revocation of the Charter of a Chapter or other subordinate unit under the jurisdiction of the Department, all property, money and effects of the Chapter or Unit will become the property of the Department.
Para 4: No Chapter has the authority to place on probation, suspend or revoke the Charter of any auxiliary unit.

ARTICLE 5—DEPARTMENT OFFICERS

Section 5.1: Elected Department

Para 1: Prior to the adjournment of each Department Convention, the accredited delegates will elect the following Officers: Department Commander, Senior Vice-Commander, First Junior Vice-Commander, Second Junior Vice-Commander, Judge Advocate, Department Treasure, Department Chaplain, Department Finance Officers, Claims and Services Committee, and Board of Directors At Large.

Para 2: Voting will be according to convention roll call.

Para 3: A duly elected and installed Department Commander will not succeed themselves more than once. The Department Commander will not hold any other elected or appointed department office while serving as Department Commander.

Para 4: In the event only one candidate is presented to the body for a given office, the Convention may instruct the adjutant to cast a unanimous ballot for that office.

Para 5: Other officers will not hold any other office during their term of office.

Para 6: The phrase “any other office” will refer only to the Department, and is not intended to prevent an elected Department Officer from participating at Chapter, or National Organizational level.

Para 7: In order for a member in good standing to be elected and installed, the member must be present during the election and available to receive the oath of obligation during the installation ceremony. An exception to this rule may be granted in the case of a member, with notification, who due to illness or emergency prevented his/her, attendance during the election and installation. This would allow the body to elect and install by abstention. The exception may be granted at the sole discretion of the SEC by majority vote.

Section 5.2: Commander

Para 1: The Commander in office at the time of the National Convention will automatically be declared the Department Delegate to such National Convention to represent the Department. In the event of the inability of the Department Commander to attend such National Convention, they will appoint the next highest available elected Department Officer to serve in their place.
Para 2: The Commander will preside at the Department Conventions and Conferences. The commander will maintain order, and dispatch such business as may legally come before him/her at such meetings. The Commander will perform all such other duties as may reasonably be assumed incident to the office, or such as delegated by the last preceding Department Convention or by the Department Executive Committee.

Para 3: In the event of death, resignation, absence or removal of the Commander; the Senior Vice Commander, the First Junior Vice Commander, and the Second Junior Vice Commander will move up to the next in rank in the order named. The Commander will appoint a new Second Junior Vice-Commander within thirty days with the approval of the Department Executive Committee.

Para 4: The Commander may accept the resignation of an Officer, elected or appointed. In the event the Commander resigns, it should be in writing to the Senior-Vice Commander with a copy to the Adjutant.

Section 5.3: Tenure of Office

Para 1: The tenure of office of Officers will be from the adjournment of the Convention at which they are elected or appointed, until the adjournment of the following Convention, except as otherwise herein stated.

Para 2: No member will be elected an officer of this Department, nor of any Chapter under its jurisdiction, whose dues for the year in which the election is held have not been paid.

Section 5.4: Appointed Officers

Para 1: Immediately following the adjournment of the Convention, the elected Commander will appoint the Adjutant with the approval of the Executive Committee. The office of the Adjutant may be combined with the Treasurer.

Para 2: The following Officers will be appointed by the Commander, at the Convention, subject to Executive Committee approval: Adjutant, Color Guard, Convention Adviser/Chairperson, Department Hospital Chairperson, Department Hospital Services Coordinator, Department VA Voluntary Service Representative, Department Inspector, Legislative Chairperson, Officer of the Day and Sergeant at Arms.

Para 3: The Commander may appoint others as deemed necessary for the proper conduct of Departmental affairs.
ARTICLE 6 — DEPARTMENT COMMITTEES

Section 6.1: Claims and Services

Para 1: The Claims and Services Committee has jurisdiction over all rehabilitation and services program activities of the Department, subject to the approval of the Department Convention or the Department Executive Committee.

Para 2: The purpose of the Claims and Services Committee is to coordinate the claims and service work within the Department by cooperation with the US Department of Veterans Affairs, State of Washington Department of Veterans Affairs, and all agencies devoted to our cause, provide for a full and efficient claims and services organization to assist Disabled Veterans, their widows and orphans in the State of Washington.

Para 3: Organization

(a) The Claims and Services Committee will be composed of three elected members. The Claims and Services Committee officers' terms will be staggered and there will be an election each year to replace or fill any vacancy created by death, removal from office, incapacity, absence or other unforeseen circumstances. The Committee will not have two members from the same Chapter.

(b) In the event of a vacancy, the Commander will, within thirty days appoint a replacement to fill the vacancy until the next State Convention. The appointment will have Executive Committee approval. The appointment may be by mail ballot. If a Committee person is absent from two successive meetings without sufficient cause the Department Commander will declare this office vacant. Any Committee person may be recalled from his or her office with the approval of the State Executive Committee, for just cause.

(c) The Department Commander will appoint a Department Transportation Service Coordinator and a Department Service Director. The Department Transportation Service Coordinator is responsible for the employment of all Hospital Service Coordinators and Volunteer Transportation Network (VTN) program personnel as necessary to accomplish the Transportation activities of the Claims and Services Committee. The work of such Hospital Service Coordinators and VTN personnel will be under the direct control and supervision of the Department Transportation Service Coordinator, who reports to the Commander and the Claims and Services Committee. The Department Service Director is responsible for the employment of such clerks, service officers, and staff personnel, with the exception of Hospital Service Coordinators and VTN program personnel, as necessary to accomplish the activities of the Claims and Services
Committee. The work of such clerks and service officers are under the direct control and supervision of the Department Service Director, who reports to the Commander and the Claims and Services Committee.

(d) The Department Service Director and the Supervisor of the National Service Office (NSO) are not entitled to vote. The Department Service Director and the Supervisor NSO will provide advice to the Committee. The Committee may request any individual who may provide pertinent information to its operations to appear at no expense to the Department.

Para 4: Meetings and Records

(a) The Claims and services Committee may meet one day prior to the opening of the Conference and Convention to discuss personnel matters. At other times, special meetings may be called by written demand of at least two members of the committee with the approval of the Commander. They will also meet at the discretion of the Commander.

(b) The Claims and Services Committee will be the exclusive agent of the Department for recommending the disbursement of funds for claims, service, and service activities of the Department and will be responsible for presenting their budget to the Department Budget and Finance Committee.

(c) The Committee will keep, as permanent records, full and accurate minutes of all meetings. It will furnish to the Department, full and complete copies of the minutes of all meetings. The Committee will make full and complete reports of its activities to the Department Convention and Mid-Year Conference. The Claims and Services Committee will serve without compensation, except for travel and per diem expenses according to Department Bylaws.

Section 6.2: Interim Constitution and Bylaws Committee

Para 1: The Department will have an interim Constitution and Bylaws Committee, composed of the Department Judge Advocate as the Constitution and Bylaws Committee Chairperson and no less than three not more than five members.

Para 2: All proposed amendments to this Constitution and Bylaws will be referred to the Constitution and Bylaws Committee, who will make recommendations, relative thereto, to the Department Convention.
Para 3: The duty of this Committee to update and maintain the Department Constitution and Bylaws to ascertain they are in accordance with the National Constitution and Bylaws.

Para 4: Bylaw changes become effective upon approval of the Convention Body and the approval of the National Judge Advocate.

Section 6.3: Permanent Membership Committee

Para 1: The Department will have a permanent Membership Committee, composed of the Senior Vice Commander as the Membership Committee Chairperson and no more than four additional members, to be appointed by the Commander with approval of the Executive Committee.

Para 2: The Membership Chairperson is responsible for the coordination and implementation of all membership drives and activities.

Para 3: All members obtained by the Membership Committee are assigned in accordance with the National Bylaws.

Para 4: The initial funding for the Membership Program is obtained from the Finance Committee out of funds designated for Membership. Thereafter the Chairperson will provide to the Membership and the Finance Committee a detailed report of its activities and request each year a sum of monies deemed appropriate to pursue its goals.

Section 6.4: Finance Committee

Para 1: The Department will have a Finance Committee, composed of three elected Finance Officers.

Para 2: The three Finance officers are elected for three-year terms. The Finance Committee officers’ terms will be staggered and there will be an annual election to replace or fill any vacancy created by death, removal from office, incapacity, absence or other unforeseen circumstances. In the event of a vacancy, the Commander will, within thirty days appoint a replacement to fill the vacancy until the next State Convention. The appointment will have Executive Committee approval and may be approved by mail ballot.

Para 3: The Finance Committee function will be to promote and prepare a budget for the money of the Department. The Finance Committee will also serve as members of the Budget Committee at all Department Conventions and Mid-Year Conferences. All revenues and expenditures of this Department are under the supervision of the Finance Committee, except those expressly provided elsewhere in the Bylaws. It will present suggested budgets for the Convention.
The members of the Finance Committee will see the budget passed at the Department Convention is followed by the Department Officers.

(a) The annual budgets of the Department run from adoption by the State Convention to the following State Convention.

(b) The Fiscal Year for the Department starts July 1 and end June 30.

Para 4: The Department Finance Committee will meet at least once in each quarter. The Chairperson of the Committee, and/or the Department Commander may call special meetings of the Committee if of an emergent nature. At least fifteen days notice of the time and place of the regular or special meeting will be given to all members thereof, and to such other persons having business with the Committee, such notice to state the business to be considered. At the first meeting of the Committee, following the Department Convention, they will elect one of their members to serve as the Chairperson of the Finance Committee.

Para 5: It is the responsibility of the Department Finance Committee to provide for the Audit Committee assistance of the audits of all accounts and to see proper bonding is secured for all employees and/or officers who are entrusted with the handling of funds and revenues, and to see the bond premiums are paid and the finances of the Department are handled at all times to ensure an economic and business like administration of its financial affairs.

Para 6: Individuals responsible to the Finance Committee, and the Department, for any financial records under their supervision whose records are subject to audit, pursuant to these Bylaws, will be provided mileage and/or per diem in accordance with established policy.

Para 7: The members of the Department Finance Committee may engage in developing programs, which will increase revenues of the Department. They will review all Department fund raising proposals and present their recommendations for acceptance or rejection of such proposals to the governing body of this Department.

Para 8: No two members of this Committee will be members of the same Chapter of this Department.

Section 6.5: Legislative Committee

Para 1: The Department will have a Legislative Committee, consisting of a Chairperson and at least two but no more than five members. The Legislative Chairperson will be recommended to the Department Commander by the Legislative Committee, for appointment by the Commander, and with the approval of the Executive Committee.
Para 2: The Legislative Chairperson will notify the National Headquarters and the National Legislative Chairperson as to their appointment as the Department Legislative Chairperson. The Legislative Chairperson will provide their mailing address and phone number to the Department Representative on the Governors Veterans Advisory Committee.

Para 3: The Legislative Chairperson is responsible for actively supporting any action by our National Legislative Committee. Upon receipt of requests from the National Organization, they will seek the support of our Congressional delegation as requested.

Para 4: When the Legislature is in session, they will be alert to any and all bills affecting veterans, and will immediately notify the Commander, and the legislative teams.

Para 5: All Appointed Officers in the Department with access or knowledge of pending legislation will notify the Department Legislative Chairperson so appropriate action can be taken. They are responsible for setting up a Department and Chapter Legislative Action Program. They will make every attempt to keep each Chapter Legislative team leader aware of all pending legislation. This will be done by email, letter or telephone and on the Department Website.

Para 6: Money may be budgeted by the Department Finance Committee for printing and mailing such material as is deemed necessary for the performance of this Office.

Para 7: At no time is the Legislative Chairperson to issue a statement or position concerning legislation that would be contrary to the position mandated by the Convention floor, the Department Executive Board, or issued by our National Headquarters.

Para 8: They will present a report of activities at the Department Convention and Mid-Year Conference. The report will be prepared, orally, and in writing.

Section 6.6: Hospital Transportation Program

Para 1: The Department Transportation Director will supervise the Volunteer Transportation Network (VTN). There will be a report of activity presented two times per year at the Department Convention and Mid-Year Conference.

Para 2: Authorized mileage reimbursement for Privately Owned Vehicles carrying Washington State Veterans from the Portland, Oregon VA Medical Center (VAMC) catchment area in Washington for the purpose of medical appointments in the Portland VAMC will be paid directly by the Department of Washington Hospital Program, or the Department may reimburse the Department
of Oregon for such payments. This accounting will be provided by the
Vancouver/Portland Representative.

Para 3: There will be a Volunteer Transportation Committee consisting of the
Department Transportation Director, all Hospital Service Coordinators [HSC(s)]
in VAMC locations in Washington State and two additional members appointed
by the Department Commander. This committee supports the work of the HSCs
and the VTN.

Para 4: The Department Transportation Director trains new HSCs for use of the
National Reporting program and verify reports are completed in a timely manner.

Para 5: The Department Transportation Director is the representative of the
Department of Washington at VAMC Transportation Network functions and will
be allowed mileage and per diem for these events within the State of Washington
if approved by the Commander and the current budget allows.

Para 6: The Department Transportation Director with the Volunteer
Transportation Committee will prepare a report for Mid-Year and Convention.
Also, prepare a budget for the expenses of HSCs and other expenses for the
Department Budget Committee.

Section 6.7: Audit Committee

The Audit Committee will consist of at least three members of the Department excluding
these Department Officers: Commander, Senior Vice-Commander, Treasurer, Adjutant
and the Finance Committee Chairperson. The Audit Committee will inspect and review
all books, records and transactions three times a year, Mid-Year Conference, February
and the Department Convention.

ARTICLE 7 -- DEPARTMENT OFFICERS QUALIFICATIONS

Section 7.1: General Qualifications

Any member holding membership in any Chapter of this Department whose per capita
tax has been paid and duly received in the National Headquarters is eligible to any
elective or appointive office in this Department, except as otherwise provided.

Section 7.2: Officers and Committee Members Procedure Manual

Para 1: The Adjutant will maintain a file detailing the duties and descriptions of
elected and appointed officers within the Department referred to as the Officers
and Committee Procedures Manual.
Para 2: The Department Adjutant will supply each Elected or Appointed Officer with a copy of the duties of their respective offices as outlined in the manual, as soon as practical following each Department Convention.

Para 3: A complete list of all Department positions as outlined in the Officers & Committee Procedure Manual will be made available to each Chapter for reference if so requested in writing.

ARTICLE 8 -- DEPARTMENT OFFICERS DUTIES

Section 8.1: Commander

The Commander is the spokesperson for the Department. At all times and places, they will conduct themselves in such a way that only reflects favorably upon the Disabled American Veterans. Other duties generally incumbent upon the Office of the Commander are further outlined in Article 5 of these Bylaws.

Section 8.2: The Senior Vice Commander

The Senior Vice-Commander will perform all the duties of the Commander during the Commanders’ absence, or during any incapacity, and perform such other duties as may be reasonably assigned to that office by the Commander. The Senior Vice-Commander is the Chairperson of the Department Membership Committee, and such others as deemed necessary by the Executive Committee, or by mandate of the Convention.

Section 8.3: First Junior Vice Commander

Para 1: The First Junior Vice-Commander will perform all the duties of the Senior Vice-Commander during the Senior Vice-Commanders’ absence from the State of Washington, or during any incapacity, and also perform such other duties as may reasonably be assigned by the Commander, Executive Committee or by Convention Mandate.

Para 2: The First Junior Vice-Commander will serve on the Interim Membership Committee and such other Committees as deemed appropriate by the Commander, the Executive Committee, or Convention mandate.

Section 8.4: Second Junior Vice Commander

Para 1: The Second Junior Vice-Commander will perform the duties of the First Junior Vice-Commander, during the Second Junior Vice-Commanders’ absence, or during incapacity, and perform such other duties as may be reasonably be assigned by the Commander, Executive Committee or by Convention Mandate.

Para 2: The Second Junior Vice-Commander will serve as Public Relations Representative and provide necessary publicity to local newspapers, radio and
TV, as appropriate to promote the good name of the Disabled American Veterans. They are responsible for supplying the National Magazine material promoting the activities of the Department and its Chapters.

Para 3: The Second Junior Vice-Commander will advise and assist the Appointed Publicity Chairperson or Photographer in the preparation and promotion of material publicizing the activities of the Department and the Department Auxiliary.

Section 8.5: Chaplain

The Chaplain will perform such duties as are prescribed by ritual, and perform such other duties as determined by the Department Commander. They will have joint responsibility with the Auxiliary Chaplain in the preparation and presentation of a suitable Memorial Service for our departed Comrades. The Chaplain will perform other duties as outlined in the Officers & Committee Procedure Manual.

Section 8.6: Judge Advocate

Para 1: The Judge Advocate is the legal advisor of the Department and will render opinions upon all legal matters and questions arising out of the Department or inter-Chapter disputes, upon request of the Department Commander or the Executive Committee.

Para 2: Upon receiving the opinion of the Judge Advocate upon such question, the Commander will render a decision which is subject to appeal to the Executive Committee and to the Department Convention.

Para 3: The Judge Advocate will pass judgment on the provisions of Chapter and Department Constitution and Bylaws and amendments thereto, and approve same before they are forwarded to the National Judge Advocate for his approval.

Para 4: If in the opinion of the Commander, a matter might be placed before the Judge Advocate which could be construed to be a conflict of interest, it is the Commanders prerogative to instruct the Judge Advocate to refer the matter directly to the National Judge Advocate without comment.

Section 8.7: Finance Officers

Details of Finance Officers are located in the Finance Committee duties listed under Department Bylaws, Article 6.

Section 8.8: Treasurer

Para 1: The Treasurer will be bonded each year at the Department's expense. The Treasurer will keep a complete record of all receipts and disbursements of
Department funds and will make an annual financial report to the Department Adjutant, for the year ending June 30th each year within sixty days. The financial report must be reviewed by an independent public accountant if the gross annual income, excluding membership per capita, exceeds $300,000 from all sources. All Department funds must be deposited in a Bank or Trust Company in the name of the Department. All such funds received in the name of the Department by any Officer or Committee thereof, unless otherwise specified within these Bylaws, State and Federal Law will be delivered to the Treasurer to be deposited forthwith in such Bank or Trust Company. The Treasurer will insure Administrators of other fund raising programs within the Department comply with this mandate.

Para 2: Provision will be made by the Treasurer for expending and remitting of funds only by bank checks signed by two (2) of three (3) Elected Officers. The authorized signers will be the Commander, Senior Vice-Commander and Treasurer.

Para 3: The Treasurer will make disbursements by itemized vouchers in duplicate as provided by the budget approved by the Department Convention. The Treasurer will submit quarterly reports to all Chapters and Department Officers, render a report to the Department Convention and Mid-Year Conference, and give a complete report to the Finance Committee each month. Perform and transact all other duties pertaining to the Office of Treasurer.

Para 4: The Treasurer will designate a depository or depositories for all revenues of this Department. The Treasurer will ensure Administrators of other fund raising programs within the Department comply with this mandate. Upon designation, the depository or depositories are informed in writing of no fewer than three bonded members of the Department authorized to sign checks upon Department funds.

Para 5: All such funds received in the name of the Department, or by any Officer or Committee thereof, unless otherwise specified within these Bylaws, will be deposited forthwith in such depository or depositories as provided for above; where such funds will be and remain the property of this Department until such time as they are properly expended or remitted in accordance with the provisions of this section, and the regulations of the Finance Committee, or as elsewhere provided for in these Bylaws.

Para 6: The Treasurer is responsible for dispersal of all monies, which will be supported by the voucher system. The Treasurer will maintain all records of employees’ withholding taxes and social security.

Section 8.9: Department Adjutant

Para 1: The Adjutant will be the Chief Executive Officer of the Department. The Adjutant’s duties will be to keep a complete record of all business conducted by
the Department, Executive Committee and Mid-Year Conference. The Adjutant will oversee the distribution of a monthly bulletin to the Department Officers and Chapters if funding is available.

Para 2: The Adjutant keeps a record of all Chapters within the Department, including members thereof, with the provisions within ninety days after the adjournment of the Annual Department Convention. The Adjutant will ensure each Chapter Adjutant receives a roster of the active Chapters with the names and addresses of the Commander, Adjutant, Senior Vice-Commander, Junior Vice-Commander, Chaplain, and Service Officers of each. The roster will also include a list of all Department Officers, Past Department Commanders and the National Service Office. The Adjutant may include any additional information as needed.

Para 3: The Adjutant may use the mail ballot to conduct Department business between meetings of the Executive Committee. The ballot is not required to send out by registered or certified mail, unless the nature of the correspondence is such as to warrant same, and insure the safety of its delivery. If appropriate, and not an emergency the Department Bulletin may be used. The result of each mail ballot will be published in the next issue of the Department Bulletin and/or on the Department Website, following the completion of the ballot. The same report will be made at the next Executive Committee meeting. All ballots will be kept by the Adjutant, open to inspection by any member of the Department, in good standing, until the close of the following Convention, and thereafter be kept in a permanent file for a period of three years.

Para 4: The Adjutant has charge of the Seal of the Department, and is responsible for securing and maintaining our Corporation status with the proper State Government Agencies.

Para 5: The Adjutant will serve on any Committees as mandated by the Commander, Executive Committee or Convention.

Para 6: The Adjutant oversees all correspondence under the name of Department (except Service Claims). All such correspondence will be over the signature of the Commander or at their direction. The Adjutant may destroy all correspondence after years, all financial records after seven years, and will retain membership files permanently.

Para 7: The Adjutant is responsible for submitting an annual financial report to the National Organization by September 28 of each year.

Para 8: Upon taking office, the Adjutant will receipt for all personal property of the Department delivered to by the predecessor and deliver to the Commander, and retain one copy for the Department files, an inventory of such property. The Adjutant is responsible for maintaining an inventory of all equipment and supplies belonging to the Department, and all offices affiliated with the Department.
Para 9: The Adjutant will notify the Executive Committee, all Chapters, Officers, Past Department Commanders, and all other interested parties within the Department as to the time, place and purpose of the meetings of the Executive Committee, if called for special session, and mail to all above parties the minutes of that meeting.

Para 10: The Adjutant is responsible for securing proper Insurance Coverage so as to insure the Department against potential loss as mandated by the Bylaws.

Para 11: The Adjutant will assist in the organization and reorganization of Chapters.

Para 12: The Adjutant will compile a History of each Chapter of the Department, and each Chapter is mandated to provide the Adjutant with all of the assistance required to perform this task.

Para 13: The Adjutant is responsible along with the Second Junior Vice-Commander for providing media coverage and submitting publicity material to the National Magazine for publication, provide local coverage for our Conventions and Conferences. The Adjutant will further assure timely photographs concerning the activities of the Department are submitted.

Para 14: The Adjutant will alert the Department to any material of a security concern to our State or Country. The Adjutant is considered the Americanism Chairperson, will encourage the display of patriotism and concern for the well-being of our Nation to all members.

Para 15: The Adjutant will serve as an Auxiliary Liaison. The Adjutant will serve as the Commanders’ representative in all matters concerning the Auxiliary, and when necessary serve as the mediator in controversial matters with the Auxiliary. The Adjutant will encourage a compatible relationship between the Auxiliary and the Parent Organization. The responsibility of this office is to assist, wherever possible, and promote the Auxiliary, its activities and concerns.

Section 8.10: VA Voluntary Service (VAVS) Hospital Coordinator

Para 1: The VAVS Hospital Coordinator will have contact with each Chapter VAVS Representative. They coordinate the reports with the VAVS Representatives to assure proper credit is received by the Department and Chapters in areas of hospital work, nursing home care, and related areas of service other than VTN. The VAVS Hospital Coordinator will prepare a report for Mid-Year Conference and Convention.

Para 2: All solicitations for funds by a Chapter Hospital Chairperson other than their own Chapter funds will be cleared through the VAVS Hospital Coordinator,
and accounting will be made to the VAVS Hospital Coordinator who will report same to the Convention.

Para 3: The VAVS Hospital Coordinator will prepare a statement showing the expenditures of funds received from the Department Budget.

Para 4: The VAVS Hospital Coordinator may also hold the position as VAVS Representative for their respective Hospital.

Section 8.11: Officer of the Day

Para 1: The Officer of the Day will report and escort Distinguished Visitors and Invited Guests to the Station of the Commander and perform other duties as determined by the Commander.

Para 2: More specific details of the duties of the Officer of the Day are found in the Officers & Committee Procedure Manual.

Section 8.12: Sergeant at Arms

Para 1: The Sergeant at Arms will obey and enforce the orders of the Commander in preserving order at the meetings of the Department Convention and Mid-Year Conference. The Sergeant at Arms will serve as Officer of the Day in the absence of the Officer of the Day.

Para 2: More specific details of the duties of the Sergeant at Arms will be found in the Officers & Committee Procedure Manual.

Section 8.13: Legislative Chairperson

Para 1: The Legislative Chairperson is responsible for informing the Commander, Staff, Chapters and other interested persons of any legislation, either on a State or National level, which impacts upon Disabled Veterans, their Widows/Widowers, and/or Dependents.

Para 2: The Legislative Chairperson will avail themselves to the Legislative Halls in the State of Washington. They will notify and encourage Chapters and individuals to correspond with their Legislators on all matters that affect Veterans.

Para 3: The Legislative Chairperson will prepare a report for both the Mid-Year Conference and the Department Convention, concerning their activities. The Legislative Chairperson will seek funds from the Budget Committee, and account for the same to the Finance Committee, in support of the office.
Section 8.14: Color Guard

The members of the Color Guard are appointed by the Commander at the close of Convention. They will obtain their instructions from the Sergeant at Arms. They will be prepared to represent the Department at functions other than Conferences and Conventions when public appearances of the Department Colors are requested.

Section 8.15: Department Inspector

Para 1: The Inspector will, under the supervision and direction of the Commander, investigate any alleged violations of Chapter, Department or National Constitution and Bylaws, including but not limited to occurrences which may impugn the integrity or reputation of the organization.

Para 2: The Inspector, at the direction of the Commander, will inspect the books, records, and accounts of any Chapter within the Department or of the Department.

Para 3: Upon completion of an investigation, the Inspector will render a written report of findings and recommendations to the Commander.

Section 8.16: Department Hospital Services Coordinator

Para 1: The Department Hospital Services Coordinator reports directly to the Department Service Director or the Department Commander as deemed necessary.

Para 2: The Department Hospital Services Coordinator is in charge of all Hospital Services Coordinators.

Para 3: The Department Hospital Service Coordinator will be made cognizant of all allocations to each Hospital Service Coordinator for the Department Hospital Transportation Program.

ARTICLE 9 — BOARD OF DIRECTORS

Section 9.1: Board of Directors. The board of Directors provides oversight and assessment of the operations of the Department.

Section 9.2: Members

Para 1: The board is comprised of four voting members, to include the Department Adjutant, the Department Senior Vice-Commander, and the immediate Past Department Commander. The remaining member will be elected by the Executive Committee. This At Large position election will take place at the Department Convention and elected by the State Executive Committee.
Para 2: Annually, following the adjournment of the Department Convention the Board will select a Chairperson, Vice-Chairperson and Secretary, who will serve one year terms, or until their successors are appointed/elected.

Para 3: The Department Adjutant or 3 year Finance Committee Person will not be able to serve as the Chairperson of the Board.

Para 4: The Department Commander and the Department Judge Advocate will serve as advisors to the Board with the privilege of attending all meetings and sessions of the Board with voice but no vote. *The Department Commander may vote only to break a tie.*

Section 9.3: Vacancies

Para 1: Notwithstanding any other provision of these Bylaws, should the Department Adjutant become unable or unwilling to serve on the Board of Directors, the vacancy will be filled by the Department Treasurer until a new Department Adjutant is appointed.

Para 2: Should the Department Senior Vice-Commander or the immediate Past Department Commander become unable to serve on the Board of Directors, the next most senior eligible Department Vice-Commander will fill the vacancy until the next Department Convention.

Para 3: Should the Chairperson of the Board become unable to serve, the Vice-Chairperson will serve as the Chairperson for the remainder of the unexpired term. If a vacancy occurs of Vice-Chairperson or Secretary, the Commander will appoint and eligible replacement to serve the remainder of the unexpired term.

Section 9.4: Meetings

The Board of Directors will meet not less than once each calendar quarter. A special meeting may be called at any time by the Chairperson of the Board or by any two members upon notice to all members of the Board. Budget and finance will provide funds to cover the travel of the board members.

ARTICLE 10 --- FINANCES

Section 10.1: Per Capita Tax

Para 1: The revenue of this Department will be derived from the annual distribution of membership dues, donations, and such other sources as may be recommended by the Finance Committee and approved by the Department and the National Executive Committee.

Para 2: The Department will provide to the Treasurer such other revenues as necessary to support the activities of this Department. Any Fund Raising
Programs, under the sponsorship of the Department, will be in accordance with the National Constitution and Bylaws.

Para 3: No alterations, deviations, or transfer of allocated funds approved by the Convention will be permitted except by Convention action, or by Executive Committee action between conventions, or unless otherwise stipulated elsewhere in these Bylaws. Adequate justification must be submitted to substantiate the proposed alteration, deviation or transfer of allocated funds, and must have the endorsement of the Commander and the Finance Committee.

Para 4: The Department will not spend any of its funds for direct relief purposes and is, therefore precluded from making loans or advances to any of its Chapters or members.

Para 5: No withdrawal (including debit or credit cards), transfer or payments from funds received by the Department Treasurer, will be made except by voucher duly signed by both the Department Commander and Treasurer, and approved by the Finance Committee.

Para 6: The account known as the DAV Service Fund will be in a separate account from the General Fund, and be drawn on for no purpose other than DAV reimbursement vouchers.

Section 10.2: Dues

Membership dues will be according to National Bylaws Article 11, Section 11.9.

ARTICLE 11 — FUND RAISING

Section 11.1: Department Fund Raising

Para 1: The revenue of the Department will be derived from the Per Capita Tax, contributions and such other sources as may be approved by the Executive Committee and the Convention Body.

Para 2: The Department will have a Fund Raising Committee, consisting of three members, appointed by the Commander with Executive Committee Approval. They will be actively engaged in the pursuit and development of programs and promotional activities that will increase the revenues of the Department. They are responsible for the formulation and presentation of such programs to the Executive Committee and Governing Body.

Section 11.2: Chapter Fund Raising

Para 1: No Chapter, Group of Chapters, or Auxiliary Unit, Group of Auxiliary Units, or Committees of any of them will directly or indirectly conduct any Fund
Raising Project, Business or Commercial Venture, which will gross in excess of $5,000.00, without first obtaining through the Department and/or the Executive Committee, if warranted, the written permission to hold such activity. Where no commissions are paid, and solicitation of funds will be only by personal contact of friends or members and gross receipts will be less than $5,000.00, advance notice of thirty days to the State Department is required. These provisions will not apply to one Forget-me-not Drive conducted by the Chapter, within the Chapter Territory, provided no Professional Promoter is employed. Other provisions of Forget-me-not Drives are outlined in Article XV, National Bylaws.

Para 2: No Chapter, Group of Chapters, or Committee of any of them will enter into any Fund Raising Project under any Identification or Title other than the "DISABLED AMERICAN VETERANS" (Name of Chapter or Chapters).

Para 3: Any Chapter, Group of Chapters or Auxiliary Unit, Group of Auxiliary Units, or Committees of any of them, which conduct and/or operate any Business Commercial Enterprise, or Fund Raising Project not in compliance with the Rules and Regulations as prescribed by the Constitution and Bylaws are subject its Charter or Charters to revocation.

Para 4: Any Business, Commercial Enterprise, or Fund Raising Project must be conducted and/or operated in conformity with the Laws and Regulations of Federal, State, County or Municipal Authorities, and in particular, those Laws and Regulations Governing Non-Profit Organizations.

Para 5: In the event a Professional Promoter or third party is to be authorized to conduct or supervise any Fund Raising event or venture, and if the Executive Committee finds a reasonable need therefor, it may as a condition to granting approval, require Liability Insurance, naming the Chapter and the Department and National as additional insured to be issued by an insurer approved by the Executive Committee. This will be at no cost to the Department. If the Executive Committee deems Liability Insurance to be needed, it will be determined on a case-by-case basis. Any Insurance requested will be in an amount sufficient to insure no financial loss or expenditure by the Department. In all cases, the Department Executive Committee and National Executive Committee must approve the Fund Raisers involving promoters or third parties.

Para 6: When a majority of the Chapters of a city desire to undertake a City or Countywide Fund Raising Project, prior approval must be obtained as enumerated above, or as outlined in Article 15 of the National Bylaws.

Para 7: The privilege to use the name "Disabled American Veterans", any name similar to it, or symbols of it, are not be transferable, directly or indirectly, without prior approval of the Department and of the National Executive Committee.
Para 8: Any person who causes to be used, either directly or indirectly, the Name, Insignia, or Paraphernalia of the Disabled American Veterans in violation of or in contradiction to the provisions of this Article are be liable to the Department and/or any Chapter aggrieved thereby, as well as for Civil Action under Federal, State or Municipal Laws, Statutes and Ordinances. Such person or persons may be further subject to charges as outlined in Article 16 of the National Bylaws.

Para 9: The proceeds of a Forget-me-not Drive or any other solicitation from the public must be used for the purposes for which they were raised. (Reference National Bylaw Article 15, Section 15.3, Paragraph 11) Disbursements of the fund-raising proceeds may only be made by Chapter action taken at a regular Chapter meeting attended by a quorum.

Para 10: The Department Executive Committee will not approve an application for a Fund Raising Project unless or until a current Financial Report prepared, as required by the National Bylaws, is on file with the Adjutant.

ARTICLE 12 — DEPARTMENT BUDGET

Section 12: Department Budget

Para 1: The Department will operate under a non-deficit budget(s) which will be set up by the Department Finance Committee and the Convention, Budget Committee, convening at each Convention. The budget(s) will be submitted to the Convention for adoption or rejection as a whole. In the event the budget(s) so submitted is rejected, it will be returned to the Finance and Budget Committee, with directions for changes and be resubmitted to the Convention for approval or rejection.

Para 2: All funds for the budget must be based on revenue generated from Department Fund Raising Programs, Per-Capita Life, and Per-Capita Annual, interest from the Capital Asset Fund, Donations and Grants received the preceding year.

Para 3: Subject to approval by the Executive Committee, the Finance Committee may transfer and authorize expenditures from items within the approved budget for the purposes approved by said budget, as the need may justify, provided the budget for Services and Claims will not be reduced by any such transfer.

ARTICLE 13 — MEMBERSHIP

Section 13.1: Membership

Para 1: There will be no form of membership in this Department except an active membership as provided in the National Constitution and Bylaws.
Para 2: No members, upon resigning their membership from any Chapter, will be privileged to receive a remittance of any membership dues paid.

Para 3: An oral resignation of a member is effective upon being stated and a written resignation is effective on its date, and will be accepted by the Governing Body having Jurisdiction.

Para 4: The Department Membership and Fiscal years start July 1, and end the following June 30.

Section 13.2: Multiple Memberships

No member will hold membership simultaneously in more than one Chapter within the Department, unless such other Chapter is either Blind Veterans Chapter, or any Chapter composed exclusively of Blind Veterans, Paraplegic Veterans, Amputation Veterans, or any other special group of Veterans sanctioned by the National Constitution and Bylaws.

ARTICLE 14 -- REPRIMAND, PROBATION, SUSPENSION AND REVOCATION

Section 14: Reprimand, Probation, Suspension and Revocation

Para 1: The probation, suspension and/or revocation of any Charter issued within the Department as set forth in the National Constitution and Bylaws.

Para 2: All matters relating to the reprimand, suspension, transfer and expulsion of any member within the Department against whom charges have been filed will be in compliance with the National Constitution and Bylaws.

ARTICLE 15 -- EXECUTIVE COMMITTEE

Section 15.1: Composition

Para 1: The Executive Committee will be composed of all Department Elected Officer, Elected Committee Member, Past Department Commanders, and one member representing each Chapter.

Para 2: A quorum for a Department Executive Committee meeting will consist of fifty-one percent of the Chapters registered for the meeting.

Para 3: The term “Active Chapters” whenever used in the Constitution and Bylaws will be held to include only such chapters as (1) have ten or more members whose current Per Capita Tax and Service Fees have been paid, as shown by the records of the Adjutant at least fifteen days prior to the opening of the Convention. (2) They have made the Financial Report for the year ending
June 30th, preceding the date of the current Convention as required. (3) Newly formed Chapters, now active and in attendance, are not be required to supply a Financial Statement if they were organized after our last Department Convention. They will however, be expected to comply with the mandate after their first year of operation.

Para 4: The Executive Committee may, request the Commander and the Adjutant to secure legal advice before acting on any contract.

Section 15.2: Meetings

Para 1: The Department Executive Committee will hold its stated meetings as follows:

(a) One within 24 hours preceding the Mid-Year Conference.

(b) One within 24 hours preceding the Convention.

(c) One within 24 hours following adjournment of each Convention

(d) At other times, during the period of the Convention whenever the Commander deems it necessary, or when such action is necessitated by the Constitution and Bylaws of this Organization.

Para 2: At other times the Commander may call a special meeting of the Executive Committee, with written consent of the majority of the Executive Committee, and must do so upon written demand of 40 percent of its members.

Para 3: The regular business of the organization requiring consideration of the Executive Committee between stated meetings will be transacted by mail.

ARTICLE 16 -- DEPARTMENT CONVENTION/MID-YEAR CONFERENCE

Section 16.1: Composition

Para 1: The Legislative Body of the Department will be the Department Convention.

Para 2: The Department Convention will begin no later than the 15th of June and the Mid-Year Conference will take place on the Thursday, Friday and Saturday during the third week of October. The current Commander will appoint either the Senior Vice or the First Junior Vice-Commander to work with the Time and Place Committee to arrange the Conferences and Conventions at least three years in advance. The dates cannot be changed except by Executive Committee action.
Para 3: The Department Convention and/or Mid-Year Conference will be composed of the Elected Department Officers, The Past Department Commanders, and the Delegates and Alternates representing the several Chapters of the Department.

Para 4: Except as otherwise specified at each Department Convention each Department Elected Officer and Past Department Commanders, are entitled to one vote, and each Chapter will be entitled to two delegates and two alternates, and in addition one delegate and one alternate for each twenty-five members or fraction thereof. Chapter delegates and alternates will be elected by the Chapter. The Chapter membership strength will be determined from National Headquarters, based upon membership received and processed at National headquarters as of March 31st.

Para 5: The Department Convention will operate under Convention Rules adopted by the Department Executive Committee and ratified by the Convention.

Para 6: All Chapter Delegates and Alternates are elected by their respective Chapters at least 15 days prior to the Convention and certified to the Department on forms provided by the Adjutant.

Para 7: No Delegate or Alternate representing any Chapter which is indebted to the Department in any amount, will be seated or entitled to vote at the Department Convention until such indebtedness has been satisfied.

Para 8: The Department Adjutant will render statements to all Chapters within the Department, not less than 30 days before each Department Convention as to their respective indebtedness. On payment of such indebtedness, the Chapter will be considered free and clear of all indebtedness for the limiting purpose to determining whether its Delegates will be entitled to a seat and vote at said Convention.

Para 9: No Delegate or Alternate representing any Chapter whose Charter has been suspended, and has not been reinstated prior to the first business meeting of the Convention will be seated or entitled to vote.

Para 10: Any Officer, Past Department Commander, Delegate or Alternate must be a paid up partial or full paid life member whose membership is within the Department and will be a member in good standing.

Para 11: A quorum exists at a Department Convention when a majority of the Elected Department Officers and fifty-one percent of the Chapters registered for the Convention are present.

Para 12: In the absence of any Delegate, the vote will be cast by the Alternate. In case any delegation is entitled to cast more votes than the number of delegates
present, the vote of those absent will be cast in the same proportion as the votes of those present.

Para 13: There will be no form of unit rule or voting by proxy.

Para 14: The Department will annually provide a copy of the Department Constitution and Bylaws to the SEC at the Mid-Year Conference. Chapters not in attendance will be mailed a copy and a copy will be posted on the Department Website.

Section 16.2: Committees

Para 1: The following Interim Convention Committees are appointed: Awards, Budget, Constitution and Bylaws, Credentials, Employment, Fund Raising, Grievance (if needed), Hospital, Legislative, Membership, Time & Place, Women Veterans and Resolutions (if needed).

Para 2: The Credentials Committee will be named by the Department Commander to be composed of one Delegate from each of three different Chapters who will be assisted by the Treasurer. No voting will be possible until the Credentials Committee has prepared the roll call of registered Officers and Chapters, which must be reported at the first business session of the Convention.

Para 3: Resolutions Committee; In order to eliminate the possibility of lost Resolutions or changed Resolutions, it is requested the person taking the minutes be given the original copy of the Resolution and the copy is not to leave his or her possession until incorporated into the minutes. The original and two copies of the Resolution passed by the Department Convention will be signed by at least four members of the Convention Committee considering such Resolutions. All resolutions will be presented to the Adjutant, in triplicate, double-spaced, and they will be recorded, numbered and distributed to the Committee concerned as determined by the Resolutions Chairperson, Resolutions Clerk, Commander or the Adjutant.

Section 16.3: Convention Procedures

Para 1: The Department Commander or Representative is the Chairperson of the Convention; the Adjutant or duly appointed Representative will be responsible for the taking of the minutes of the Convention and the recording of same at all sessions. Complete minutes of the official proceedings will be kept.

Para 2: Any member in good standing can have a voice on the floor when recognized by the Commander. There will be no unit rule.

Para 3: When a Delegate or Alternate, or a Department Officer desires to be recognized, will stand, address the chair - “Comrade Commander” - state their
name and Chapter Number or Office and will proceed only after being recognized. Anyone not so addressing the properly Chair may not be recognized.

Para 4: Not more than three representatives from any one delegation will be permitted to discuss any one question on the floor of the Convention, except by a two-thirds vote of the Registered Delegates.

Para 5: Debate on any one question will be limited to five minutes for each speaker, except by a two-thirds vote of the delegates, provided however, there may be a three-minute rebuttal upon the same subject.

Para 6: Recognition will be granted only once to any one delegate on any one subject, except additional recognition may be extended by the Chair, or by a two-thirds vote of the delegates, provided however, there may be a three-minute rebuttal upon the same subject.

Para 7: Voting will be by voice, except when two or more Chapters will demand a roll call vote, no person will participate except fully Registered Delegates and Alternates. Visitors other than Delegates and Alternates will be segregated. Visitors who attempt to partake in the discussion or the voting will be escorted from the meeting hall.

Para 8: During the election and voting of Department Officers, the Sergeant at Arms will secure the doors to the voting chambers, and anyone who departs from the chambers during the voting will not be readmitted until after the completion on the roll call for that office.

Para 9: Nomination of Department Officers will be open on the second day of the Convention. Second nominations and elections of Officers will be held as provided in the Bylaws. In the event more than two candidates are nominated for one office, the balloting will continue; the majority rule will prevail and after the first ballot, the candidate receiving the lowest number of votes will automatically be dropped from the balloting.

Para 10: Each Chapter Delegation present will elect a chairperson, who will announce the vote of the Delegation. When polled the Chairperson is entitled to vote for the Delegation without debate or discussion of the question.

Section 16.4: Fees

Para 1: The registration Fee for the Convention and Mid-Winter Conference is $10.00 for each member attending.

Para 2: A Delegate Fee of $6.00 (per delegate) will be assessed each Chapter based on the number of delegates authorized.
Para 3: At each Department Convention and/or Mid-Year Conference invited Federal, State, or local guests or other Distinguished Guests in attendance will be registered as guests and will not be expected to pay such fees.

ARTICLE 17 -- MISCELLANEOUS

Section 17.1: Corporate Designation and Organization

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

Section 17.2: Lawsuits/Grievances

Para 1: These Bylaws and all amendments thereto are binding upon all members of this Corporation, including all Chapters within the Department, whether Incorporated or not.

Para 2: All grievances will be held in the following manner: Grievances will be filed in writing with the Department Commander, who, within a reasonable and prudent time will approve or disapprove said grievance. Approved grievances will be presented to the Department Executive Committee. If the Department Commander disapproves said grievance, said aggrieved must obtain seven Department Executive Committee Members signatures to have said grievance presented to the Department Executive Committee. If the grievance is denied by the Department Executive Committee, said aggrieved has the right to appeal to the next higher authority.

Section 17.3: Disabled American Veterans Emblem

No person is authorized to wear, use or display any recognized insignia of the Disabled American Veterans or the Disabled American Veterans Auxiliary in the solicitation of any money or thing of value, or sell, give away or offer to give away any Flag, Flower or other item of personal property unless previously authorized in writing by the Department, except in direct relation to one Forget-Me-Not Drive conducted by a Disabled American Veterans Chapter in strict accordance with these Bylaws and the National Bylaws.

Section 17.4: Caps

Para 1: No persons, except a Department Commander, elected or appointed Officers may wear a Department (white) or District (white crown, blue sides) cap except during their term of office. A Department Commander or District Commander may continue to wear their designated cap after the expiration of the term of office if the word "Past" or the year during which they held that Office, or
both, is added. Past Department Commanders may also wear the DAV Cap (blue
sides, gold crown) as recognition of Services Rendered. Any Member who has
been elected to any National Office is entitled to wear the National Cap (red sides,
white crown) providing the Office and Year of Service are so marked.

Para 2: The uniform of the Disabled American Veterans may consist of one or
more of the following articles or adornments or attachments; Cap, Coat, Pants
apparel and Insignia that is at the time or has been at any time recognized by
either National or the Department as Official attire or Insignia of this
organization.

Para 3: Any person who causes to be used, either directly or indirectly the
Name, Insignia or Paraphernalia of the Disabled American Veterans, or issues to
persons not eligible for such use, are in violation of the Bylaws and are liable to
the filing of charges.

Section 17.5: Gender

The masculine whenever used in these Bylaws include the feminine gender.

Section 17.6: Travel Expense

Para 1: The Department will pay authorized travel and per diem expenses to
Elected Department Line Officers. Others, whose duties require their attendance
at official meetings or in the conduct of Official Business of this organization,
may be reimbursed, within budget limitations, when authorized in writing by the
Department Commander. Travel, to be reimbursed, must be directed in writing
by the Commander. Such expenses will be paid for the round trip transportation
between residence and the place of the meeting, together with such per diem
expense as determined by the Finance Committee. There will be no out of state
travel expenses except:

(a) The Commander to the National Convention, the Mid-Winter
    Conference in Washington, DC, the Commanders and Adjutants
    workshop in Kentucky (unless redundant), the 19th District
    Conference called by the 19th District NEC.

(b) The Senior Vice-Commander to the National Convention, National
    Mid-Winter Conference and the Commanders and Adjutants
    course in Kentucky (unless redundant).

(c) A member may be recommended to attend the National Mid-
    Winter Conference in Washington DC, by the Commander during
    the Department Mid-Year Conference and approved by the
    Executive Committee.
(d) The Adjutant to the National Convention, the National Mid-Winter Conference in Washington, DC, the Commanders and Adjutants workshop in Kentucky (unless redundant), if funds are available.

(e) The Department Commander or their appointed representative to attend the Departments of Alaska, Idaho and Oregon Department Conventions (19th District NEC) to represent the Department, if funds are available.

Para 2: No fare, mileage, or per diem expenses will be paid to any officer for attendance at a meeting, when they will be receiving expense for a meeting of any other Committee or Commission of the Department, or any Corporation, State Agency, Subsidiary or Auxiliary of the Department with meetings held at the same time and place.

Para 3: Only the Owner/Operator of the vehicle will be reimbursed mileage for Official travel authorized by the Commander. Passengers in the same vehicle will not be authorized mileage reimbursement.

Para 4: No Department reimbursable travel will be done by any Officers or Appointed Positions, unless there are adequate Department funds available to do so.

Section 17.7: Robert’s Rules of Order

All matters of procedure not otherwise provided in the National and Department Constitution and Bylaws will be governed by Robert’s Rules of Order, Revised.

Section 17.8: Amendments

Para 1: The Bylaws may be amended at any Department Convention by a vote of two-thirds of the total authorized Delegates assembled, provided the Resolutions amending said Bylaws have been read to the Convention Body at least one calendar day before they are voted upon.

Para 2: A proposed Bylaw change may be amended for clarification on the day it is voted on, provided the intent of the proposed change is not basically altered.

Para 3: To the extent to which any of the provisions of this Constitution and Bylaws are, or may at any time become, inconsistent or in conflict with the provisions of the Constitution and Bylaws and lawful mandates, decisions and regulations of the National Organization, as now in force or as hereafter amended or adopted, this instrument will be deemed amended as to conform thereto.
Section 17.9: Dissolution or Inactivation of Chapters

Upon becoming aware that a Chapter within the Department is inactive or defunct the Department Commander will ensure the Department Inspector and Department Adjutant, initiate the following actions:

a. Audit all accounts.

b. Take personal control of all properties.

c. Inventory all properties and secure the same.

d. All monies and securities will be placed in a separate trust account and be held for eighteen months. At the end of the 18-month period, the disposition of said trust will be determined by the Department Finance Committee at Convention.

e. All physical property so secured will be disposed of at the direction of the Department Commander, if Chapter has not been reactivated during the eighteen (18) month holding period, said property will become the property of the Department.

These Constitution and Bylaws approved at the Department of Washington Convention held in Yakima, Washington June 2016.

Certified:

Oval "Gene" Gray, Commander
DAV Department of Washington

JoAnn Gavin, Adjutant
DAV Department of Washington

1st Endorsement

DAV 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.

DAV National Judge Advocate

Date: 1-30-17

Date: 17 Dec 2016
January 30, 2017

Ms. JoAnn Gavin, Adjutant
Department of Washington
Disabled American Veterans
2315 Burwell Street
Bremerton, WA 98312

Dear Adjutant Gavin:

The Constitution and Bylaws for the Department of Washington, is hereby approved as of this date, with the following changes.

Article 6, Section 6.1, Para. 2 of the Department Bylaws must include language (as added) which requires that the Department Claims and Services Committee coordinate their activities through the National Service Office rather than working directly with the Department of Veterans Affairs.

Article 9, Section 9.2, Para. 4 of the Department Bylaws must be amended as noted that allows for the Department Commander to cast a vote in order to break a tie on any issue being considered by the Board. As specified in the Department Bylaws, there are four (4) voting members of the Board and the Department Commander must have the ability to cast a vote in the event of a tie vote of the Board.

Article 11, Section 11.2, Para. 1 of the Department Bylaws must be deleted in its entirety and simply replaced with, "Chapter Fundraising shall be in accordance with Article 15, Section 15.3 of the National Bylaws." Current language conflicts with the National Bylaws.

Article 13, Section 13.2 must be amended as noted as it currently conflicts with Article 11, Section 11.5 of the National Bylaws.

Article 17, Section 17.4 of the must delete references to District Commanders as the Department amended its Bylaws to exclude District Commanders. This is a house-keeping error that I am sure was simply overlooked.

A copy of this document is being returned to the Department of Washington, and a copy is being retained in our permanent files here at National Headquarters for future reference.

Sincerely,

Michael E. Dobmeier
National Judge Advocate

MED:kb
Enclosure