

BY-LAWS
WASHINGTON, D.C. CHAPTER
82nd AIRBORNE DIVISION ASSOCIATION, Inc.

March 31, 2005



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**Chapter By-Laws
March 31, 2005**

(Supercedes Chapter By-Laws dated March 15, 1997)

**WASHINGTON, D.C. CHAPTER
82nd AIRBORNE DIVISION ASSOCIATION**

BY-LAWS

**ARTICLE I
PRINCIPAL OFFICE
AIMS & PURPOSES
“D.C. TROOPER”**

Section 1 - Principal Office – Home Location:

The principal office and home location (referred to as a point of permanent address) of the Washington, D.C. Chapter, incorporated in the Commonwealth of Virginia, (hereinafter referred to as “the Chapter”), 82nd Airborne Division Association, Incorporated (hereinafter referred to as “the Association”), shall be located at the address of the licensed resident agent who shall be a bonafide resident of the Commonwealth of Virginia and who shall have such address at a location within a fifty mile radius of Washington, D.C. The Chapter will hold meetings at a central point of reference at a specific location designated by the Chapter Chairman.

Section 2 - Aims & Purposes:

- a. To establish a permanent organization that will further develop the common bond existing between all who served with the 82nd Airborne Division and other Airborne units.
- b. To perpetuate the memory of the members of the 82nd Airborne Division who have died in the Service of their country.
- c. To maintain records of the activities and achievements of the Washington, D.C. Chapter of the 82nd Airborne Division Association, Inc.
- d. To maintain contact with all members of the Division who have become disabled in the service of their Country and who reside within a reasonable distance of the Chapter’s home location.
- e. To be of assistance and service in matters pertaining to Veterans benefits.

Section 3 - “D.C. TROOPER”

- a. To carry out these Aims and Purposes, the Chapter shall publish a Chapter Newsletter, the D.C. TROOPER.
- b. The editor of the D.C. TROOPER shall be appointed by the Board of Directors.
- c. The Chapter shall make every effort to publish the D.C. TROOPER once each calendar quarter on or near the end of the calendar quarter.

ARTICLE II MEMBERSHIP

Section 1 - General:

Washington, D.C. Chapter Membership is binding in accordance with the rules and regulations of the National Association membership requirements. Membership in the Chapter shall consist of six (6) classes, in keeping with the National Association membership "Classes and Qualifications", as follows: Life Members, Charter Members, Regular Members, Associate Members, All American Members and Honorary Members as outlined in the Bylaws of the 82nd Airborne Division Association, Inc. and Section 2 below.

Section 2 – Washington, D.C. Chapter Classes of Membership and Qualifications:

a. **CHAPTER ASSOCIATE MEMBER:** Associate Membership may be granted to any member of another chapter (active duty or veteran). The Associate Member will be authorized full membership rights of the Chapter, to include holding office, voting on Chapter affairs and participation in Chapter events.

b. **CHAPTER HONORARY MEMBER:** As authorized by the Association, any person, whose endeavors, activities and dedication to the principles and standards of the Chapter has resulted in greater recognition of the Chapter and the promotion of the Airborne ideals may be elected as an HONORARY MEMBER of the Washington, D.C. Chapter by a majority vote of its Board of Directors. Any member of the Washington, D.C. Chapter may propose a candidate for Honorary Chapter Membership by written recommendation to the Chapter Board of Directors outlining detailed qualifications of the candidate. Each such recommendation shall be certified to the Chairman of the Washington, D.C. Chapter Board of Directors not later than September 30 to allow timely action by a duly constituted meeting of the Board before the last general membership meeting of the year. Whenever possible, individuals approved for Honorary Chapter membership shall be recognized and formally presented with such membership at the last general membership meeting of the year or at the Chapter Holiday Banquet. Any Honorary Membership may be withdrawn by a majority vote of the Board of Directors at a duly constituted Board meeting.

Section 3 - Voting Privileges:

Life, Charter, Regular, Associate, and All American Members of the Chapter shall be entitled to one vote, in person, on each matter submitted to the vote of the membership.

Section 4 - Termination of Membership:

The name of any member may be stricken from the roll of the members: (1) upon written resignation of a member, accepted by the Chapter Board of Directors, (2) upon direction of the Chapter Board of Directors, based on non-payment of dues or assessment, or on any reason which would warrant refusal of membership to a new applicant, or (3) the Association Board of Directors, by affirmative vote of four-fifths of the members of the Board, may suspend or expel a member for cause after an appropriate hearing by the Board held during an Annual Convention. Notice of proposed termination, with supporting documents, must be served on such member at least sixty (60) days in advance of the hearing, by certified mail.

Section 5 - Dues and Initiation Fees:

Initiation fees and/or dues for all members shall be such amount as shall from time to time be fixed by the Association Board of Directors; except that all Life, Honorary, and All American Members are exempt from paying dues. A portion of yearly dues, as shall from time to time be fixed by the Association Board of Directors, for those Association members residing in a local Veteran Chapter Organization Area, will be forwarded to the local Veteran Chapter Organization, or such other local Veteran Chapter Organization as the member may designate. Chapter membership dues shall be established by the Chapter Membership.

**ARTICLE III
MANAGEMENT and FINANCE**

Section 1 - Management:

The business and affairs of the Chapter shall be managed by a Board of Directors, each Director serving for such term and subject to such qualifications as shall be herein provided.

Section 2 - Bills, Obligations, Account and Investments:

All bills or obligations of the Chapter shall be paid by the Treasurer of the Chapter upon approval by the Chairman. Checking Accounts, Savings Accounts and any other financial business conducted by the Chapter shall require monthly reports by the Chapter Treasurer to the membership. In addition to the approval of the membership, all drafts in excess of \$999.99 from Chapter accounts require two signatures, that of the Treasurer and that of the Chairman.

Section 3 - Loans:

No money shall be borrowed or loaned by the Chapter nor shall any notes be given by the Chapter.

Section 4 - Budget Committee:

The Chairman may appoint a Budget Committee to draw up an annual budget for the approval of the Board of Directors. This Committee shall approve expenditures within the budgetary allowances. The Chairman of this Committee shall be the Chapter Treasurer.

**ARTICLE IV
ELECTIONS**

Section 1 - Directors & Officers of the Chapter:

The Directors and Officers of the Chapter shall be chosen by the members present, by ballot, at the November general membership meeting. One Director or Officer must be a resident of the Commonwealth of Virginia.

Section 2 - Eligibility:

Any active member, in good standing in both the National Association and Chapter, shall be eligible for nomination and election as a Director or Officer of the Chapter.

Section 3 - Terms of Office:

The term of office for all Officers of the Chapter is one (1) year. The term of office for a Director is two (2) years.

**ARTICLE V
BOARD OF DIRECTORS**

Section 1 - Number:

Eleven (11) active members of the Chapter, ten (10) of whom shall be elected by the voting members, shall constitute the Board of Directors. The property and business of this Chapter shall be managed and controlled by such Board. Such eleven (11) members shall be the four (4) elected Officers, the six (6) elected Directors and the one (1) Officer (Chaplain) appointed by the Chapter Chairman. The retiring (out-going) Chairman shall remain an ex officio of the Board for one year and shall have the right to vote only to break a tie, which his presence shall be counted as part of the quorum.

Section 2 - Election of the Board of Directors:

Three (3) members of the Board of Directors will be elected annually, shall be installed during the Christmas banquet or as soon thereafter as feasible, will take office effective January 1st, and shall hold office for two years from that time or until their successors shall be elected and installed. In addition, when directed by the Chairman, there shall be elected by the membership, a Director to serve until the next annual election to replace any Director vacancy that may have occurred during the year. The selection of the replacement will be made by a nominating committee appointed by the Chairman. The election will be announced to the membership one month prior to election and conducted during the next general membership meeting.

Section 3 - Suspension (Board of Directors):

Any member of the Board who fails to attend three (3) consecutive Board meetings and/or three (3) consecutive membership meetings, unless officially excused by the Chairman, shall be automatically and temporarily released of responsibilities as a member of the Board of Directors. The Chairman shall have the authority to appoint an active member of the Chapter to serve until the suspended Director has been formally removed from the office by the membership and until a general election is conducted in accordance with Section 2 or the end of the fiscal year, whichever comes first.

Section 4 – Removal of Directors from Office: See Article IX below.

ARTICLE VI OFFICERS

Section 1 - Number:

The Officers of the Chapter shall consist of a Chairman, Vice Chairman, Secretary, Treasurer and Chaplain and such other officers as may be designated by the Board of Directors from time to time. The Chaplain, filled by appointment by the Chapter Chairman, shall serve at the pleasure of the Chapter Chairman and shall have the rights and privileges of those Officers elected by the membership. The five (5) Officers, hereinafter named, shall also serve as members of the Executive Committee of the Board of Directors.

Section 2 - Election of the Officers:

The four (4) Officers shall be elected annually, shall be installed during the Christmas banquet or as soon thereafter as feasible, will take office effective January 1st, and shall hold office for one year from that time, or until their successors shall be elected and installed. In addition, when directed by the Chairman, there shall be elected by the membership, an Officer to serve until the next annual election to replace any Officer vacancy that may have occurred during the year. The selection of the replacement will be made by a nominating committee appointed by the Chairman. The election will be announced one month prior to election to the membership and conducted during the next general membership meeting.

Section 3 - Suspension (Officers):

Any Officer who fails to attend three (3) consecutive Board meetings and/or three (3) consecutive membership meetings, unless officially excused by the Chairman, shall be automatically and temporarily released of responsibilities as an Officer of the Chapter. The Chairman shall have the authority to appoint an active member of the Chapter to serve until the suspended Officer has been formally removed from the office by the membership and until a general election is conducted in accordance with Section 2 or the end of the fiscal year, whichever comes first.

Section 4 – Removal of Officers from Office: See Article IX below.

Section 5 - Chairman:

The Chairman shall be the principal executive officer of the Chapter. The Chairman shall preside and maintain order at all meetings and shall be Chairman of the Board of Directors, and shall, in general, supervise and control all of the business and affairs of the Chapter. The Chairman shall issue the call for regular monthly and special Board meetings, appoint the standing administrative personnel and committees, and shall act as an ex-officio member of each committee. The Chairman shall insure the committees function, and shall call for regular committee reports. The Chairman shall insure elections are held in accordance with these By-Laws. The Chairman will be an active member, support and cooperate with the National Association. The Chairman will represent the Chapter as Delegate to the National Convention. In the event the Chairman is unable to assume this responsibility, an alternate delegate shall be elected from the Chapter membership.

Section 6 - Vice Chairman:

The Vice Chairman shall assist the Chairman in the execution of the duties. The Vice Chairman shall have the same authority as the Chairman and shall assume the full duties of the Chairman in the absence of the Chairman. The Vice Chairman shall generally perform all duties incidental of the office, and such other duties as from time to time may be assigned by the Chairman.

Section 7 - Secretary:

The Secretary shall be under the supervision and direction of the Chairman and Board of Directors, and shall act as liaison officer between the Chapter and the National Headquarters. The Secretary shall have the responsibility of preserving and compiling the records of the Chapter, including minutes of all Chapter and Board meetings, committee appointments, officers' lists, attendance records, and a current roster of all Chapter members to include addresses and telephone numbers. The Secretary shall maintain the Chapter continuity file which shall include the Bylaws (National and Chapter), Educational Fund Procedures (National and Chapter), Convention SOP, Awards SOP, Communications and Public Relations SOP, Appendix F (Educational Fund SOP), bulletins (National and Chapter), minutes of meetings, after action reports and reports related to annual events and activities. The Secretary shall give written notice of meetings to all members of the Chapter not less than one week prior to the scheduled meeting date, and insure that all notices are duly given in accordance with the provisions of these By-Laws or as required by law. The Secretary shall be custodian of the Chapter Charter and Seal and shall generally have charge of all books of the Chapter. The Secretary shall in general perform all duties incidental to the office and such other duties as from time to time may be assigned by the Chairman. The Secretary shall have a copy of the Association and the Chapter By-Laws at each meeting.

Section 8 - Treasurer.

The Treasurer shall be given bond for the faithful discharge of the duties in such sum and with such surety or sureties as the Chapter members shall determine. The Treasurer shall have charge of and be responsible for all funds and securities of the Chapter. The Treasurer shall receive and give receipts for money due and securities of the Chapter. The Treasurer shall receive and give receipts for money due and payable to the Chapter from any source whatsoever, and deposit all such money in the name of the Chapter in such banks, trust companies or other depositories as shall be designated from time to time by the Chapter members. The Treasurer shall have charge of and be responsible for all funds due and payable to the Association and shall keep the financial records of the Chapter in ledger form, showing receipts and disbursements. The Treasurer shall keep a detailed record of Chapter receipts and disbursements and shall collect from members and others all money dues to the Chapter. The Treasurer shall be required to submit annually an audited financial report at the close of the fiscal year. The Treasurer shall generally perform all duties incidental of the office, and such other duties as from time to time may be assigned by the Chairman.

Section 9 - Chaplain:

The Chaplain shall be appointed by the Chapter Chairman and, when appointed, shall serve at the pleasure of the Chapter Chairman. The Chaplain will seat with the Board of Directors with all the rights and privileges of an Officer and/or Director. The Chaplain shall conduct the opening and closing service at all Chapter meetings, and/or social functions. The Chaplain shall conduct dedication, memorial, and graveside services. The Chaplain shall provide condolences and care and assistance to members and/or their families. The Chaplain shall meet with and be an active member of the Board of Directors. The Chaplain shall generally perform all duties incidental of the office, and such other duties as from time to time may be assigned by the Chairman.

Section 10 - Specific Appointments.

Members of the Board of Directors may be appointed by the Chairman, to specific offices, to include, but not be limited to the following offices: Assistant Secretary, Assistant Treasurer, Assistant Chaplain, Recorder, Sergeant at Arms, Judge Advocate, Trustees, Nominating Committee, etc. Duties for these and other appointee offices/committees are outlined in Article XIV below.

**ARTICLE VII
EXECUTIVE COMMITTEE**

Section 1 - Composition:

The Executive Committee shall consist of a quorum of the eleven (11) members of the Board of Directors whereby the quorum for these purposes shall consist of the number of the Board of Directors gathered and present to conduct business of the Chapter.

Section 2 - Purpose:

Under the authority of the Board of Directors, the Executive Committee shall act for the Board to carry out Chapter policies and render necessary decisions between meetings of the Board.

**ARTICLE VIII
MEETING**

Section 1 - Meeting of Members:

Meeting of the Chapter members will be held monthly at a place designated from time to time by the Chairman. Meetings are optional during the months of July and August. Except where herein provided for, Roberts Rules of Order will prevail.

Section 2 - Meeting of the Executive Committee:

Meetings of the Executive Committee shall be called at the discretion of the Chairman, or upon written request by three (3) members of the Executive Committee.

Section 3 - Quorum:

At the general membership meetings of Chapter members, the voting members present, in person, at a duly scheduled business meeting, shall constitute a quorum. At meetings of the Board of Directors, scheduled or otherwise called by the Chairman, the members of the Board of Directors present, in person, shall constitute a quorum.

Section 4 - Voting:

Voting of Chapter Board of Directors and/or Officers shall be by individuals who are eligible, voting members of the Chapter, present, in person, at the meeting.

Section 5 - Order of Business:

The order of business at all meetings of the Chapter members shall be as follows:

- a. Call to Order (Chairman)
- b. 82nd Abn Div Assn Opening Prayer (Chaplain)
- c. Pledge of Allegiance to the Flag (Sgt at Arms)
- d. Roll Call (Board of Director's Meeting only)
- e. Reading of Minutes (Secretary)
- f. Reading of Correspondence (Secretary)
- g. Report of Treasurer (Treasurer)
- h. Officers' Reports
- i. Committee Chairman Reports
- j. Unfinished (old) Business (Chairman)
- k. New Business (Chairman)
- l. Announcements (Chairman)
- m. Benediction (Chaplain)
- n. Adjournment (Chairman)

**ARTICLE IX
REMOVAL OF OFFICER / MEMBERS**

Section 1 – Removal of Officers / Members:

- a. Any Officer or Director not in good standing is subject to removal from office.
- b. Any Officer may be subject to removal from office for failure to comply with “Duties of the Officers.”
- c. Any Director may be subject to removal from office for failing to contribute to the effective management of the property and business of the Chapter.
- d. Any Member may be suspended or expelled for conduct unbecoming that of a member of the 82nd Airborne Division Association and/or this Chapter.

Section 2 – Procedure for Removal:

- a. Written notice of the allegations/charges and the time and place for a meeting of the membership when such allegations/charges are to be considered /discussed and action taken, shall be mailed to the address of the Officer/Director/Member, as listed in the chapter records, no less than fourteen (14) days prior to scheduled meeting.
- b. The Officer/Director/Member shall be given an opportunity to present defense and shall have the right to appeal, one time, to the general membership at the next scheduled general membership meeting. Any suspension will remain in effect until after the appeal is completed.
- c. A two-thirds (2/3) vote of the membership present is required for removal or making a suspension permanent. Likewise, a two-thirds (2/3) vote is required to uphold an appeal.
- d. The Chapter will notify the Association Executive Director upon completion of all hearings and appeals that result in the removal of a member from the Chapter.

**ARTICLE X
COMMITTEES**

Section 1 - Terminology.

Committees are the “general staff” of the Chapter, and they are basically advisory in nature and have no “command” as far as operations and personnel are concerned. Their function is to study, plan recommend, oversee, or control; to provide liaison and to advise. They report to the Board of Directors, and cooperate with the Chairman in the execution of their responsibilities.

Section 2 - How Appointed.

The Board shall establish standing committees and special committees and personnel appointments. The Chairman shall appoint such committees and personnel after discussing such appointments with the Board. These appointed Committees and personnel appointments may include, but are not limited, to those listed below.

Advertising	Entertainment	Picnic
Asst Chaplain	Executive	Programs/Functions
Asst Secretary	Finance	Public Relations
Asst Treasurer	Fund Raising	Quartermaster
Awards	Health and Welfare	Reception/Welcome
Bulletin/Newsletter	Historian	Recorder
By-Laws	Installation	Sergeant at Arms
Color Guard	Membership	Special Projects
Communications	Photographer	Veteran’s Affairs
Funk Educational Fund	*Judge Advocate	*Nominating
*Trustees		

* The immediate Past Chairman shall serve as (a) Judge Advocate, (b) Chairman, Nominating Committee, and (c) Chairman of Trustees.

NOTE: Outline of Duties for the foregoing offices and committees are listed in Article XIV below.

**ARTICLE XI
FISCAL YEAR**

The fiscal year of the Chapter shall begin on the first day of January in each year and end on the thirty-first day of December in each year.

**ARTICLE XII
AMENDMENTS**

These By-Laws may be amended or replaced and new By-Laws may be adopted for recommendation to the General Membership at any meeting of the Board of Directors, by a three-fourths vote of the Directors present at the meeting; provided that any such amendment(s) must also be voted and approved at any duly called and constituted meeting of the members of the Chapter. No action can be taken to amend these By-Laws unless:

- a. Proposed amendments have been made in coordination with the National Association By-Laws.

b. Proposed amendments have been delivered to the By-Laws Committee at least forty-five (45) days prior to the Board of Directors meeting. Amendments may be proposed by the Board of Directors, or by petition in writing from not less than ten (10) active members. The By-Laws Committee will then put such amendments into proper wording or phraseology and then the Committee is required to mail or deliver the proposed amendments to the Officers and Directors.

c. Once approved by the Board of Directors, notice of the substance of such proposal or petition shall be read to the members at a regular or special meeting, or in lieu thereof, there shall be at least ten (10) days notice in writing to all members, and shall be voted upon at the next regular or special scheduled meeting of the Chapter.

d. The adoption of an amendment to the By-Laws shall require the affirmative vote of two-thirds of the voting members of the Chapter, present, in person, at the meeting.

ARTICLE XIII ANNUAL NATIONAL CONVENTION

Section 1 - Chapter Convention Delegate:

In accordance with requirements contained in the 82nd Airborne Division Association bylaws, the Chapter Chairman or a designated representative shall be a Delegate to represent the Chapter at the Annual Convention.

Section 2 - Additional Chapter Delegate:

The Chapter may, in addition to the Chapter Chairman or designated representative, select one (1) additional member to be delegate to the convention. The Chapter shall pay the registration fee for the additional delegate.

ARTICLE XIV PRAYERS & CONDOLENCES

* The Reverend George B. Wood, Chaplain of the Association, was asked to write two prayers. One that could be used as a Memorial Service to Pay tribute to our departed comrades and the other for use as an opening service at Chapter Meetings and Board of Directors meetings. Although the original prayers have been revised in varying degrees over the changing times, the original intent remains and that is to ask Almighty God to look with favor upon the Airborne soldier, his endeavors and his family.

Included in this Article XIII are six (6) sections:

- Section 1: Opening Prayer for Chapter Meetings
- Section 2: Closing Prayer for Chapter Meetings
- Section 3: Condolences
- Section 4: Ceremonials (Services) for a Departed Trooper
- Section 5: Commemorative Tribute to a Departed Trooper
- Section 6: Chaplain's Closing Prayer for a Departed Trooper

Section 1 - Opening Prayer for Chapter Meetings

“Almighty God, who has brought us together in this association to uphold the ideals of the Airborne Trooper, keep us faithful and true to the finest things in American life. Never let us forget the lessons of war -- so that they may be our guides in times of peace. Strengthen and protect the armed forces of our nation -- that they may be a safeguard -- against those who would overthrow our way of life. Grant us grace to fearlessly contend against evil -- and to make no peace with oppression. Help us to use our freedom for the maintenance of justice -- among men and nations. Grant that we may do this -- and all other things -- in the memory of our departed comrades -- whose presence is among us and never to be forgotten. Unite us in steadfast loyalty to the ideals -- for which courageous troopers have defended with great sacrifice. We offer this prayer in the name of our Lord. Amen.”

Section 2 - Closing Prayer for Chapter Meetings

“Heavenly Father, we are grateful to Thee for overseeing our gathering, and for Thy divine guidance during the meeting. Now, as we part, we beseech Thee to watch over and protect us during our journey, and that each and everyone shall arrive safely at their destination. Amen.”

Section 3 - Condolences

The Chapter’s expression of sympathy and condolence shall be limited to the member, the member’s spouse, and the member’s children. The Chairman shall send an appropriate Chapter sympathy card, in the name of the Chapter, to the family of the deceased, and, should there be need of additional expressions of condolence; i.e., Floral Wreath, Memorial Donation, Funeral, or Graveside Services, etc., necessary actions will be taken during a scheduled meeting; however, when time is of the essence between meetings, the Chairman shall conduct a telephone poll of the Executive Committee, for required planning and expenditure authorization.

Section 4: Ceremonials (Services) for a Departed Trooper

(1) The ceremonial (or service) has been written in such a manner that it can be used at a funeral home, at a graveside, combined with other veterans’ group ceremonies, or (by changing the reference to the departed to the plural and omitting the last sentence of the first paragraph) at the Chapter Meetings. The service is appropriate for both male and female departed.

(2) The Chapter shall develop a Standard Operating Procedure (SOP) for performing ceremonials (or services) for deceased members. It shall include the commemorative tribute (Section 5 below) and the Chaplain’s prayer (Section 6 below) using the male or female pronouns as appropriate. The SOP shall be approved by the Board of Directors.

Section 5: Commemorative Tribute to Departed Trooper

The Chairman or his designated representative may say:

“Friends – As members of the 82nd Airborne Division Association – we have come to pay our respects to a departed trooper – to whom we are bound by ties of patriotism – loyalty – and sacrifice. We honor him today for his (her) service to our great nation – and his (her) commitment to the ideals of the Airborne Trooper. As a champion of liberty he (she) demonstrated the kind of courage – which will always be an example for the people of our land. We are certain that his (her) deeds will receive their award in the world to come – and we pray that he (she) may now rest in peace – confident that the ideals for which he (she) sacrificed will live on forever. As a last token of our affection – and regard to him (her) – we can pay him (her) no greater tribute – than to seal upon his (her) casket – the emblem of America’s Guard of Honor – the 82nd Airborne Division.”

* Here the Chairman of the chapter will place upon the side of the casket or the top of the urn the shoulder patch of the 82nd Airborne Division, "All-American", or the metallic crest of the 82nd Airborne Division Association.

Section 6: Chaplain's Closing Prayer for a Departed Trooper:

The Chaplain or individual appointed to serve as such shall close with the following prayer:

"Almighty God – Our heavenly Father – Who on this earth – fills our human canopy with the breath of life – and carries us into Your presence on the wings of Your Spirit – surround the soul of our departed comrade – with Your heavenly presence. O God – in whose hands are the living and the dead – we give thanks for the good example of this Your servant – who was willing to dedicate his (her) life – to the service of our country. Grant to him (her) Your merciful protection – that the good work which You have begun in him (her) may be perfected – in the world to come. Bless and comfort all who grieve this day – and may we ever remain loyally steadfast to the highest ideals – for which many have died – and by which we all should live. This we ask – in the name of the Lord. Amen."

**ARTICLE XV
MISCELLANEOUS**

Section 1 – Floral Displays/Memorials:

- a. The Chapter shall provide a floral display or a memorial donation upon notice of the death of a Chapter Member or the Chapter Member's immediate family, provided that the Member is in good standing with the Association.**
- b. The Chapter Member's immediate family is defined as the Member's spouse, mother, father, and children**
- c. The Chapter shall provide a floral display to members upon notification of hospitalization of the member and/or the member's spouse.**

Section 2 – Turnover Records and Files by Officers:

Unless any officer or member is re-elected to the same office or reappointed to the same committee Chair or position, all records and files of said elected office, appointed committee Chair or position will be turned over to the successor not later than January 10th of the new term.

Section 3 – Chapter Demise:

In the event the Chapter ceases to function after successful operation, due to lack of interest of Chapter members, all property, revenue and records will be handed over to the Executive Director of the Association for safe-keeping. Such property and records are to be stored for future use and Chapter funds will be deposited in the Association general fund.

ARTICLE XVI
OUTLINE OF DUTIES FOR COMMITTEES AND INDIVIDUAL APPOINTEES:

- 1. ADVERTISING - Initiates and conducts fund raising activities for Bulletin/Newsletter and any other Programs or Pamphlets published by the Chapter.**
- 2. ASSISTANTS to the CHAPLAIN, SECRETARY, AND TREASURER - To assist the Chaplain, Secretary and Treasurer in executing their duties and to assume responsibility for discharging the duties of the office during their absence.**
- 3. AWARDS - To recognize meritorious service or achievement by individuals on a timely basis for deeds or actions within or toward the Chapter or the 82nd Airborne Division Association, or communities Chapter members reside. (Use with 82nd Div Asso. Awards SOP).**
- 4. BULLETIN / NEWSLETTER - Issue a regular bulletin / newsletter to all active members of the Chapter, as an official organ of communication, containing meeting announcements, minutes of meetings, and other items of member interest. Gathers news items for publication from Chapter members, and includes information from National Headquarters regarding activities of the Association. Provide newsletter information to National Headquarters for publication in the "ParaGlide".**
- 5. BY-LAWS - To continually review the By-Laws of the Chapter, propose properly worded revisions to clarify areas of misunderstanding, eliminate redundancies and bring into consonance with present day needs and practices or to cover newly arisen conditions. Insures that one meeting annually is utilized to familiarize members of the Chapter with the By-Laws.**
- 6. COLOR GUARD - To represent the Chapter and Association by participating in civic and military ceremonies.**
- 7. ENTERTAINMENT - To plan, schedule, and carry out a program of entertainment that will encourage maximum participation by members, mindful of the interests of all members, and within authorized budget limitations.**
- 8. EXECUTIVE - To exercise all functions of the Board of Directors between meetings of the Board, subject to the discretion of the Chairman and ratification by the Board.**
- 9. FINANCE - To advise the Board of Directors on all matters affecting the financial well being of the Chapter, and to recommend the Chapter's fiscal policies.**
- 10. FUND RAISING - To plan, recommend, execute and supervise various methods of fund raising for the Chapter, and to turn such funds over to the Treasurer.**
- 11. HEALTH AND WELFARE - To care for the welfare of all members of the Chapter and their dependents, with assistance of the Veterans' Affairs Officer, and the Executive Committee.**
- 12. HISTORIAN - To maintain the historical records of the Chapter, and prepare for publication items concerning the history.**
- 13. INSTALLATION - To contract a suitable site, and an appropriate menu, for the Installation Dinner/Meeting. Insure requests for National Officer participation are submitted to National Headquarters prior to 1 October. Committee Chairman will be the Master of Ceremonies for the installation.**

14. JUDGE ADVOCATE - The current Chairman shall appoint the immediate Past Chairman as Judge Advocate, who shall be charged with the duty of interpreting the By-Laws and advising the Chapter members of any questions of a legal nature which may arise. A copy of these By-Laws and a current copy of Roberts Rules of Parliamentary Law shall be present at each meeting, in control of the Judge Advocate for reference as to the legality of a point of order whenever such case arises.

15. MEMBERSHIP - To study, plan and devise methods to increase the membership, and offer assistance in the operation of Chapter activities. To advise the Chapter Chairman in ways and means to implement such methods.

16. NOMINATING - To submit to the general membership a slate of candidates for election as Officers and Directors of the Chapter for the coming year.

17. PHOTOGRAPHER - To coordinate with Programs/Functions, Public Relations and Committee Chairmen, and record, through photographs, activities of the Chapter, to include gatherings at meetings, guest speakers, visitors and guests, installation of officers and directors, color guard activities, etc., for publication and historical purposes.

18. PICNIC - To plan, organize, arrange, and execute the Chapter annual picnic.

19. PROGRAMS/FUNCTIONS - To plan, organize, arrange, and execute programs/functions to be held during the Chapter meetings, i.e., Guest Speakers, special presentations, etc.

20. PUBLIC RELATIONS - To develop and maintain the Chapter's image in the eyes of the public, and to inform the public, through the media, of Chapter events and services. Also publicize items of interest to former troopers encouraging them to join and remain with the Chapter. Furnish local newspapers, TV, radio stations and news agencies a copy of the bulletin, stories and pictures of activities and meeting of the Chapter.

21. QUARTERMASTER - To procure and provide items of Airborne paraphernalia for resale to the membership, and otherwise develop resale activities to provide additional income. The Quartermaster shall be the custodian of all the Chapter property.

22. RECEPTION/WELCOME - To officially greet members and guests at the meetings, and to welcome all new and/or potential members, giving them a thorough indoctrination on the objectives and programs of the Chapter.

23. SERGEANT AT ARMS - The Sergeant at Arms, appointed by the Chairman, shall maintain order at all Chapter functions and meetings. He shall promptly carry out all orders to assist the Chairman in conducting the meeting. He shall be the "Custodian of the Colors." He shall perform all the duties incident to the office of Sergeant at Arms and such other duties as from time to time may be assigned to him by the Chairman.

24. SPECIAL PROJECTS - To plan, organize, arrange, and execute activities or functions not assigned to a committee.

25. **TRUSTEES** - The Chairman may appoint three (3) Chapter Trustees, one of whom will be the immediate Past Chairman. The Trustees shall assume the responsibility of reviewing the Secretary's books and auditing the Treasurer's records, to include conducting the required annual audit during the month of January.

26. **COMMUNICATIONS** – The Chairman may appoint a Communications Coordinator to develop a notification assignment plan whereby designated members are to contact other members in the event of emergencies and/or short-notice special announcements that would impact a large segment of the membership. Emergencies may be the result of death or hospitalization of a member. Short-notice special announcements may result from new or modified requirements, cancellation or re-scheduling of Chapter or Association events. The process of establishing contact with the membership will employ the telephone system, internet electronic mail and personal contact if (or when) such is feasible. In no case shall any member be required to contact more than 10 other members. The Communications Coordinator, when appointed, shall prepare a formal communications assignment plan by which the requirements outlined herein can be promulgated to all Chapter members and by which members will understand their individual responsibilities.

27. **VETERANS' AFFAIRS** - To furnish information and advice to members and their survivors and assist in completion of claims and other forms as pertains to veterans' benefits.

28. **RECORDER** - To record events, presentations and/or proposals occurring at official Chapter gatherings and develop a draft printed copy of the such recordings for delivery to the Chapter Secretary. Such draft printed copies of recordings shall include attachments of documents when (if) presented to the membership by individual members at official gatherings.

29. **FIRST SERGEANT LEONARD FUNK EDUCATION FUND** – To establish a program to financially assist current members of the Washington, D.C. Chapter and their immediate family members in the pursuance of academic endeavor in higher education. The fund associated with this program shall be titled *The First Sergeant Leonard Funk Education Fund*, hereinafter known as *The Education Fund*. The Education Fund shall be a charitable organization exempt from federal income taxes ensuring that contributions are tax deductible under the provisions of Section 170 of the Internal Revenue Code. The Board of Directors shall serve as the Education Fund Award Committee and the Chapter Chairperson shall select a Committee Chair from among those serving on the Board. The Committee Chair shall prepare, publish and maintain a comprehensive Award Plan to enable effective administration of The Education Fund Award and to insure Chapter members have ready access to, and complete knowledge of, the Award Plan. The Plan shall be approved by the Board of Directors and shall specifically detail eligibility rules, limits on the number and value of the awards, criteria for selecting the best qualified for the award, procedures by which the award is made and the procedures by which an application for the award is submitted.

ARTICLE XVII REVISIONS AND SUPERCESSIONS

The former By-Laws of March 15, 1997 of the Washington, D.C. Chapter, 82nd Airborne Division Association are hereby rescinded.

All motions and decisions approved by the general membership of the Washington, D.C. Chapter of the 82nd Airborne Division Association at duly constituted membership meetings held prior to March 31, 2005 and which are in conflict with these By-Laws dated March 31, 2005 are hereby superseded by these By-Laws.

**ARTICLE XVIII
GENERAL INFORMATION:**

- 1. Gender Considerations - The pronoun “he” shall be considered general in nature and is used herein for both genders.**
- 2. Governance of Chapter By-Laws – These Chapter Bylaws are published as an attachment to the bylaws of the 82nd Airborne Division Association, Incorporated, and is governed by the same.**
- 3. Title Interpretation - The titles of Articles and Sections in these By-Laws are for identification only and should not be used in the interpretation or application of these By-Laws.**

AUTHENTICATION:

**Updated 3/31/05 by: William Ridley, Chairman, Washington, D.C. Chapter
82nd Airborne Division Association, Inc.**

**Approved by Chapter Board of Directors and Membership on April 2, 2005
Effective Date: Upon Approval by 82nd Airborne Division Association, Inc.**