

**CONSTITUTION
AND BYLAWS
EAST VALLEY CHAPTER 8**

**Approved by the General Membership
at the February 12, 2022 General Meeting**

**DISABLED AMERICAN VETERANS
EAST VALLEY CHAPTER 8
CONSTITUTION AND BY LAWS**

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DISABLED AMERICAN VETERANS EAST VALLEY CHAPTER 8 CONSTITUTION AND BY LAWS

CHANGES: *Section 2 - Bylaws*

Paragraph Renumbering

OLD	NEW
5.1(a)	5.1
NEW	5.1(a)
5.10(a)	5.10
5.10(b)	5.10(a)
NEW	5.14(a)- 5.14(a)(1)
NEW	5.18
6.3(a)	6.3
6.3(b)	6.3(a)
6.3(c)	6.3(b)
8.4	10.6.1
8.5	8.4
8.6	8.5
8.7	8.6
NEW	9.1- 9.8.2(a)
9.1	10.1
9.2	10.2
9.3	10.3
9.4	10.4
9.5	10.5
9.6	10.6
9.7	10.7
NONE	10.7.1
9.7(a)	10.7.2
9.7(b)	10.7.3
10.1	11.1
10.2	11.2
10.3	11.3
10.4	11.4
10.5	11.5
NEW	10.7- 10.7.2
10.7	10.8
11.1	12.1
11.2	12.2
11.3	12.3
12.1	13.1
12.2	13.2

**DISABLED AMERICAN VETERANS
EAST VALLEY CHAPTER 8
CONSTITUTION AND BY LAWS**

PAGE	SEC / PARA	TOPIC	LINE	CHANGE
2	6.1	Administration	4	Changed: “State” to “Department”
3	11.2	Allegiance	3	Changed: “State” to “Department”
5	5.1	Officers and Their Duties	3	Changed: Replaced “Article IX” with “Article XI.”
	5.1 (a)		ALL	5.1 (a) The Commander may serve a maximum of three (3) consecutive one-year terms. After being out of office for one year, he or she is eligible to again be nominated and elected as Commander.
	5.1(b)		1-3	Changed: “State” to “Department.”
	5.3		4	Changed: “Paragraph 4.1(A)” to “Paragraph 5.1 or 5.2.”
			1	Added: ...the next highest <i>command</i> officer...
6	5.6	Officers and Their Duties	12	Added: ...”or as a voting member of any committee.”
	5.10		4	Added: “,or referral to appropriate community services.”
7	5.15	Officers and Their Duties	ALL	<p>Added: “5.14 (a) The Public Information Officer shall be appointed by the Commander and approved by the chapter membership. He or she must have a working knowledge of social media administration, WordPress Website administration, Constant Contact, and other online services used by the chapter.</p> <p>5.14 (a)(1) The Public Information Officer shall maintain and manage the chapter’s social media, Website and URL, Constant Contact, and all other online accounts <i>except</i> the chapter’s financial accounts.</p> <p>5.14 (a)(2) The Public Information Officer may request that the Commander appoint designated members or civilian volunteers as assistants to manage online media as a moderator. These assistants must be approved by the chapter membership.</p> <p>5.14 (a)(3) The Public Information Officer shall ensure that all posts to the chapter’s online sites pertain to the DAV mission and contain information on Veteran’s issues, chapter events and fundraising, jobs,</p>

**DISABLED AMERICAN VETERANS
EAST VALLEY CHAPTER 8
CONSTITUTION AND BY LAWS**

				homelessness and housing, and Veteran-focused legislative activities. 5.14 (a)(4) The Public Information Officer shall assist the Commander with layout of the chapter's quarterly newsletter and other media for wide online dispersal."
	5.17	Department Executive Committee person	ALL	Changed: "State" to "Department" and "SEC" to "DEC."
	5.18	Officers and Their Duties	ALL	Added: The Past Commander(s) shall advise and mentor the Commander on leadership, historical initiatives and operations of the Chapter, and strategic matters pertaining to the Chapter. A Past Commander may serve on boards and committees as designated by the Commander. A Past Commander does not supersede the Commander's authority in leading, setting policy for, or operating the Chapter.
8	6.1	Meetings	4	Changed: "May" to "May or June."
	6.2		1	Changed: "seven (7)" to "six (6)"
	7.1	Executive Committee	3	Changed: "SEC" to "DEC"
9	8.1	Finance Committee	1	Added: ..."a minimum of" three (3) Committee Persons...
	8.4		ALL	Deleted: Moved to para 10.6.1.
	8.5-8.7		ALL	Changed: Renumbered to 8.4, 8.5, 8.6
9-13	ART IX	Financial Management	ALL	Added: Incorporated Financial SOP into Bylaws.
14	10.1.1	Standing Committees	ALL	Added: All committees shall meet at a minimum once each quarter and as determined by the Committee Chairperson. Quarters shall be defined as: July through September (Q1), October through December (Q2), January through March (Q3), and April through June (Q4).
	10.6	Fundraising Committee	4	Added: ..."at least" thirty (30) days...
	10.6.1		ALL	Added: Previously para 8.4
15	10.7	Bingo Committee	ALL	Added: Bingo Committee: The Bingo Committee shall be appointed by the Commander and shall consist of positions as directed under Arizona State Bingo Regulations. The Bingo Committee is under the oversight of and shall report to the

**DISABLED AMERICAN VETERANS
EAST VALLEY CHAPTER 8
CONSTITUTION AND BY LAWS**

				Commander.
	10.7.1			Added: Bingo funds shall be maintained in a separate account from all other Chapter funds per Arizona State Bingo Regulations.
	10.7.2			Added: All Bingo operations shall conform to Arizona State Bingo Regulations (maintained in a separate binder).
	10.8.1	Trustee Board	1	Changed: “Committee” to “Board”
	11.1.1	Nominations and Elections	ALL	Added: In the event that elections cannot be held in April, elections will be held at the next available general meeting as long as installation can be accomplished prior to July 1 st of that year.
16	11.1.2	Nominations and Elections	ALL	Added: In the event that elections cannot be held in April, and no general meeting or special meeting and installation cannot occur before July 1 st , members currently in office will remain in place for the next fiscal year.
	11.5			3

**DISABLED AMERICAN VETERANS
EAST VALLEY CHAPTER 8
CONSTITUTION AND BY LAWS**

TABLE OF CONTENTS

CHANGES: *Section 2 - Bylaws* iii

CONSTITUTION..... **1**

 PREAMBLE 1

 ARTICLE I: NAME..... 1

 ARTICLE II: PURPOSE..... 1

 ARTICLE III: STATUS..... 1

 ARTICLE IV: MEMBERSHIP 1

 ARTICLE V: POWERS 2

 ARTICLE VI: ADMINISTRATION..... 2

 ARTICLE VII: LEGISLATION..... 2

 ARTICLE VIII: EXECUTIVE..... 2

 ARTICLE IX: AUXILIARY 2

 ARTICLE X: AMENDMENTS 2

 ARTICLE XI: ALLEGIANCE..... 3

 ARTICLE XII: DISSOLUTION OF CHAPTER..... 3

 ARTICLE XIII: SEVERABILITY 3

BYLAWS..... **4**

 ARTICLE I: ALLEGIANCE 4

 ARTICLE II: ORGANIZATION 4

 ARTICLE III: POLICY 4

 ARTICLE IV: MEMBERSHIP 4

 ARTICLE V: OFFICERS AND THEIR DUTIES 5

 ARTICLE VI: MEETINGS..... 8

 ARTICLE VII: EXECUTIVE BOARD 8

 ARTICLE VIII: FINANCE COMMITTEE 9

 ARTICLE IX: FINANCIAL MANAGEMENT 10

 ARTICLE X: STANDING COMMITTEES..... 14

 ARTICLE XI: NOMINATIONS AND ELECTIONS..... 16

 ARTICLE XII: MISCELLANEOUS 16

 ARTICLE XIII: AMENDMENTS 17

APPROVAL..... **18**

**DISABLED AMERICAN VETERANS
EAST VALLEY CHAPTER 8
CONSTITUTION AND BY LAWS**

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Section 1: Constitution

CONSTITUTION

PREAMBLE

For God and Country and for our Commonwealth, we former members of the armed forces associate ourselves together in creating the Disabled American Veterans, East Valley Chapter 8 to assist wartime and peacetime veterans, their widows, their orphans and their dependents, regardless of race, creed, color, religion, or national origin.

ARTICLE I: NAME

1.1 The name of this organization shall be “Disabled American Veterans,” East Valley Chapter 8, Department of Arizona.

ARTICLE II: PURPOSE

2.1 To uphold and maintain the Constitution and Laws of the United States of America. To realize the true American ideals and aims for those eligible for membership fought. To advance the interests of; work for the betterment of; and to stimulate a feeling of mutual devotion, helpfulness, and comradeship among all wounded, gassed, injured, and disabled American Veterans. To serve our comrades, our communities and our country and to encourage in all people that spirit of understanding which will guard against future wars.

ARTICLE III: STATUS

3.1 This organization will be a nonprofit corporation organized under Title 10, Chapter, 5, Arizona Revised Statutes for the purpose specified in Article III of the Constitution.

3.2 Nothing herein stated will constitute members of the corporation (Chapter) as partners for many purposes. No member, Executive Committee member, Officer, or agent of the Corporation will be liable for the act or failure to act on the part of any other such person.

ARTICLE IV: MEMBERSHIP

4.1 Any man or woman, who was wounded, gassed, injured, or disabled in the line of duty, while in service of the military or naval forces of the United States of America, and who has not dishonorably discharged or separated from the armed forces or naval forces of the United States of America are eligible for membership in East Valley Chapter 8, DAV. American citizens disabled while serving with any armed forces of any nation associated with the United States of America as an ally during any of its war periods who are honorably discharged are eligible. East Valley Chapter 8 shall not have honorary members.

4.2 Any member may transfer his or her membership to another Chapter with the approval of the receiving Chapter. Any member of any other chapter may transfer into Chapter 8 with the approval of the membership at a General meeting. All rights are effective upon approval of the transfer.

Section 1: Constitution

4.3 Disciplinary action against a member will be subject to the procedure outlined under Article XVI of the National Bylaws.

ARTICLE V: POWERS

5.1 The Chapter has perpetual succession, with power to sue and be sued in courts of law and equity. To receive, hold, own, use, and dispose of real estate and personal property as necessary for its corporate purposes. To adopt a corporate seal and alter the same at pleasure. To adopt a Constitution, Bylaws, and Regulations, in order to advance its purposes, that are not inconsistent with the laws the United States of America and of any state. To advance the purposes of the corporation using such emblems and badges as adopted by National Organization, to establish and maintain offices for the conduct of business. To publish a newspaper or other publication, including electronic media devoted to the purposes of the corporation (Chapter) and generally to do any and all such acts and things as may be necessary and proper to affect the purposes of the corporation.

ARTICLE VI: ADMINISTRATION

6.1 The administrative affairs of the Chapter will be vested in the Chapter Executive Committee, composed of the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Judge Advocate, Historian, Chaplain, Past Chapter Commander, three (3) Executive Committee members, and the Department Executive Committee person (without vote). The Adjutant will act as Secretary of this committee and keep its minutes, but without vote. The daily operation of the Chapter will be conducted by the Chapter Adjutant and/or Chapter Commander.

ARTICLE VII: LEGISLATION

7.1 Supreme legislative powers of the Chapter will be the members. These powers will be exercised only at regular or special meetings. The membership is the final authority.

ARTICLE VIII: EXECUTIVE

8.1 The executive power of this organization will be vested in the Chapter Commander.

ARTICLE IX: AUXILIARY

9.1 The Chapter recognizes the DAV Auxiliary as an auxiliary to the Disabled American Veterans, but only to the extent provided in the National Constitution and Bylaws.

ARTICLE X: AMENDMENTS

10.1 Amendment(s) to this Constitution shall be posted on email, bulletin board, or by being read at a regular General meeting. At the following General meeting, if supported by three-fourths ($\frac{3}{4}$) of Chapter members present and voting, the amendment shall become part of the Constitution provided if ratified by the Department Judge Advocate and approved by the National Judge Advocate.

Section 1: Constitution

ARTICLE XI: ALLEGIANCE

11.1 East Valley Chapter 8, DAV, is organized under Article IV of the National Constitution of the veteran's service organization known as the "Disabled American Veterans," incorporated and chartered by an Act of Congress. Chapter 8 acknowledges its allegiance to and affiliation with and submits itself to the direction of the National Organization, according to decisions made in conformance with its National Constitution or a majority vote of the National Executive Committee.

11.2 East Valley Chapter 8 acknowledges its allegiance to and affiliation with and submits itself to the direction of the Arizona State Department Organization according to Department Constitution, Bylaws, and Regulations adopted by vote of the Department or a majority of the Department Executive Committee.

11.3 Binding of the Chapter further agrees to abide by and be bound by the National Constitution, and Bylaws and Regulations, and the State of Arizona Department Constitution and Bylaws and Regulations as now in force or may be amended.

ARTICLE XII: DISSOLUTION OF CHAPTER

12.1 In the event of the dissolution of the Chapter, and after the completion of all liabilities, the remainder of assets will be distributed in accordance with Article 10 Chapter 5, Arizona Revised Statutes or as directed by the National Organization or State Department.

ARTICLE XIII: SEVERABILITY

13.1 Any article, section, or part of a section of this Constitution which is declared by the National Judge Advocate or the Department Judge Advocate to be in conflict with the National or Department Constitution of the DAV will be repealed immediately upon such finding and without further action by the Chapter. The finding of such conflict will not affect the remainder of the Constitution.

13.2 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 other regulations of the National Organization, as now in force or as hereafter amended or adopted, this instrument shall be deemed amended as to conform thereto.

NOTE:(13.2) is added per National

DISABLED AMERICAN VETERANS EAST VALLEY CHAPTER 8 CONSTITUTION AND BY LAWS

BYLAWS

ARTICLE I: ALLEGIANCE

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

ARTICLE II: ORGANIZATION

2.1 The governing bodies of this Chapter will be the Chapter Executive Committee and Chapter Members in good standing.

2.2 Records and Inspection. The fiscal records of this chapter shall be kept by the Treasurer and Adjutant. Chapter records will be kept for seven (7) continuous years and will be open for inspection to the chapter Executive Committee and any member in good standing. (Amended and accepted by National Headquarters 02-12-02)

ARTICLE III: POLICY

3.1 The Chapter will be non-political and non-sectarian, and the name of this Chapter will not be used in representing the desires or wishes of its membership in any political, sectarian or labor dispute, except as herein after provided. Provided, however, that the foregoing will not prevent this Chapter from participating in political issues that have direct bearing upon the welfare of American's disabled veterans.

3.2 No member will appear before any legislative body or speak in the name of the organization contrary to any regulation of the organization.

ARTICLE IV: MEMBERSHIP

4.1 Eligibility for membership in this Chapter will be provided in the National Constitution and Bylaws of the Disabled American Veterans, Articles III and XI.

4.2 Dues payable by Life Members will be governed by the National Bylaws of the DAV. There are **NO** annual members of the DAV.

4.3 No member by virtue of membership, shall acquire any rights to the property that this Chapter has or acquires. Each member agrees that they will not be entitled to any refund of dues on transfer, expulsion, or other termination of their membership. Each member agrees that they will not receive any money or other things of value because of any service rendered or to be rendered to the Chapter, unless the same is expressly authorized by the Chapter.

Section 2: Bylaws

ARTICLE V: OFFICERS AND THEIR DUTIES

5.1 The elected officers of the Chapter shall consist of the Commander, Senior Vice Commander, Junior Vice Commander, Judge Advocate, Chaplain, and three (3) Executive Committee members. All will be elected annually at the April meeting and installed at the May meeting as in Article XI of these Bylaws.

5.1 (a) The Commander may serve a maximum of three (3) consecutive one-year terms. After being out of office for one year, he or she is eligible to again be nominated and elected as Commander.

5.1 (b) The Department Executive Committee Person (DEC) and Alternate Department Executive Committee Person (ADEC), will be elected at the meeting of elections for the Chapter. These officers are Department Officers elected by the Chapter, not Chapter Officers, so they are eligible to hold a Chapter Officer Position as listed in paragraph 5.1 or 5.2.

5.2 The appointed officers of the Chapter will be the Adjutant, Treasurer, Service Officer(s), Sergeant at Arms, Officer of the Day, Historian, Public Information Officer, and two (2) Color Guards. These positions will be appointed by the Chapter Commander with approval from the Chapter Membership.

5.3 The Commander, or in his or her absence, the next highest command officer present, will preside at all regular and special meetings of the Chapter. The Senior Vice Commander and Junior Vice Commander, in that order, will perform the duties of the Commander in his or her absence.

5.4 Senior Vice Commander will be the chairperson of the Chapter's Membership Committee. He or she may appoint one or more members to assist in Membership activities, with the approval of the Chapter. He or she will encourage friendship among members, discourage discord, and promote harmony of the membership. The Senior Vice Commander will perform other duties as outlined in the Official Disabled American Veteran's Ritual. He or she cannot be the Adjutant or Treasurer.

5.5 The Junior Vice Commander will encourage loyalty to the United States of America, the Disabled American Veterans, and to members of Arizona East Valley Chapter 8. He or she may be the program director for activities, as in parades, or social affairs, in which the Chapter participates, to include being Chairperson of the Entertainment Committee. The Junior Vice Commander may appoint one or more members to assist in some or all social or parade activities, with the approval of the Chapter. The Junior Vice Commander will perform other duties as outlined in the Official Disabled American Veteran's Ritual Manual. He or she cannot be the Adjutant or Treasurer.

5.6 The Adjutant will keep the Chapter's records and manage the Chapter's official correspondence. He or she will maintain all minutes of the Executive Board, General, and any special called meetings. He or she shall notify officers, committee members, and Chapter members of the times and locations of meetings. He or she will ensure that the minutes of the General and Executive Board are available at a member's request. He or she will furnish a list of convention delegates, as well as furnish whatever documents the committees require to complete their duties. He or she is responsible for filing the Officer Report immediately following the annual election and installation of officers. The Adjutant will maintain an up to date list of the members in good standing, prospective members, delinquent members,

Section 2: Bylaws

and collect all dues and other income and give all sums to the Chapter Treasurer immediately upon receipt. He or she will maintain a record of the Chapter property. Any and all other duty requirements for the Adjutant can be found in the National Chapter Officers Guide. The Adjutant may not serve as the Commander or as a voting member of any committee.

5.7 The Treasurer will receive and as soon as possible deposit all funds in a bank account or accounts in the name of the Chapter. The Treasurer shall make authorized payments by check, debit Visa card, or via direct withdrawal for recurring monthly bills. All checks must be co-signed by the Treasurer and the Commander or the Commander's designated representative. He or she will establish and maintain a Petty Cash Account not to exceed \$100.00, and account for all funds with a written receipt. He or she will keep a system of accounts approved by the Chapter and will give a monthly report of all expenses and income for the Chapter. All reports are to be audited and approved by the Chapter Audit Committee annually. The Treasurer will provide the annual report to National Headquarters and the Department of Arizona, as directed by National Bylaws, Article 9, Section 9.3. Any and all other duties for the Treasurer are found in the National Chapter Officers Guide.

5.8 The Chaplain's duties shall be to visit the sick and comfort the families of those DAV members who die. He or she may provide a Bible to any family, if available, at the request of the deceased member's family, along with a sympathy card. The Chaplain will maintain the memorial plaques hanging in the Chapter building. He or she will act as the Hospital Visitation Chairperson. He or she shall encourage attendance at Disabled American Veterans meetings. He or she will perform other duties assigned by the Chapter Commander.

5.9 The Judge Advocate is the legal and parliamentary adviser to the Commander. He or she shall render an opinion on legal or parliamentary procedure to the Commander upon request. The Commander will announce his or her decision, which may not be in agreement with the Judge Advocate. Any decision of the Commander may be appealed to the Department of Arizona within thirty (30) days after such decision is made known in writing.

5.10 The Service Officer(s) shall advise and assist veterans and their dependents in the technical preparation and prosecution of their claims for benefits from the Veterans Administration. He or she will also ensure that the veteran is receiving all available Veteran benefits. Service Officer(s) assist in suitable, gainful employment, or referral to appropriate community resources.

5.10 (a) Service Officer(s) shall review a veteran's application for financial assistance and shall recommend such assistance to the Commander or Adjutant within the guidelines approved by the Chapter membership. The Commander shall have final approval and may interview the applicant as needed.

5.11 The Sergeant at Arms and the Color Guards will perform the duties of their respective offices as set forth in the Official Ritual of the Disabled American Veterans and prepare the Chapter meeting rooms for all meetings.

5.12 The Officer of the Day (OOD) will welcome all visitors and new members and see that each is properly introduced. The OOD will perform the duties set forth in the Official Ritual of the Disabled American Veterans.

5.13 The Historian will keep a brief history of all activities of the Chapter and consolidate his or her

Section 2: Bylaws

work with the previous Historian. He or she shall coordinate with the Public Information Officer on historical data needed to perform his or her Historian duties.

5.14 The Public Information Officer, or his/her appointed representative, will furnish releases to local media and Department of Arizona, and the Disabled American Veterans magazine for their publication along with other sources of publicity as directed by, or approved by the Commander. No other member shall provide any publicity concerning any chapter activity without prior approval of the chapter membership.

5.14 (a) The Public Information Officer shall be appointed by the Commander and approved by the chapter membership. He or she must have a working knowledge of social media administration, WordPress Website administration, Constant Contact, and other online services used by the chapter.

5.14 (a) (1) The Public Information Officer shall maintain and manage the chapter's social media, Website and URL, Constant Contact, and all other online accounts *except* the chapter's financial accounts.

5.14 (a) (2) The Public Information Officer may request that the Commander appoint designated members or civilian volunteers as assistants to manage online media as a moderator. These assistants must be approved by the chapter membership.

5.14 (a) (3) The Public Information Officer shall ensure that all posts to the chapter's online sites pertain to the DAV mission and contain information on Veteran's issues and chapter events, to include fundraising, jobs, homelessness and housing, and Veteran-focused legislative activities.

5.14 (a) (4) The Public Information Officer shall assist the Commander with layout of the chapter's quarterly newsletter and other media for wide online dispersal.

5.15 A member can only hold one elective office at one time. A delegate to a Department or National convention is not considered holding an elective office within the meaning of this section. Except as otherwise provided herein, an elected officer may also hold an appointed office.

5.16 The office of Adjutant and Treasurer may be held by the same member. The Commander or Vice Commander(s) shall not hold the office of Adjutant or Treasurer.

5.17 The Department Executive Committee Person (DEC) will represent the chapter at all Department Executive Committee meetings and act as the Chapter's voice in all matters coming before that committee. When possible, the DEC will obtain the approval of the chapter on matters coming before the Department Executive Committee and shall inform the chapter of all matters approved or disapproved by the Department Executive Committee. In the DEC's absence the Alternate Department Executive Committee Person (ADEC) will act in the DEC's place.

5.18 The Past Commander(s) shall advise and mentor the Commander on leadership, historical initiatives and operations of the Chapter, and strategic matters pertaining to the Chapter. A Past Commander may serve on boards and committees as designated by the Commander. A Past Commander does not supersede the Commander's authority in leading, setting policy for, or operating the Chapter.

Section 2: Bylaws

ARTICLE VI: MEETINGS

6.1 General meetings of this chapter will be held at a time and location approved by a two-thirds (2/3) vote of the membership of the chapter at a regular or special meeting. Monthly meetings during the months of July and August can be eliminated (go dark) by a majority vote of the members present at the May or June meeting each year.

6.2 A quorum will consist of six (6) members in good standing and must include the Commander or at least one (1) Vice Commander (Senior Vice and/or Junior Vice), and one (1) other elected officer.

6.3 Special meetings may be called by the Commander as he or she finds it necessary, or when requested in writing or electronic media, to do so by ten (10) or more chapter members in good standing.

6.3 (a) The notification of such a special meeting will state, in writing, specifically the purpose of the meeting. **No other business**, than that stated in the notice, shall be transacted at the special meeting.

6.3 (b) Notice of any special meeting shall be mailed, or electronically mailed, to all members of the Executive Board and all members (in good standing) who have an interest in the subject of such special meeting. The notice will provide the time, place, and purpose of the special meeting.

6.4 Any member in good standing of another chapter of the Disabled American Veterans may attend any meeting of this chapter, without the right to vote, except when the meeting is an Executive session. No visiting member shall speak on any subject under discussion without the permission of the Commander or the approval of the chapter by a majority vote.

6.5 The Chapter may direct that a notice (providing the time and place) be sent to any elective or appointed officer who fails to attend three (3) consecutive meetings of the chapter, stating that at the next meeting the matter of recall from office will be considered. The chapter by two-thirds (2/3) vote of the members present, may declare that office vacant. If an elective office becomes vacant, the vacancy shall be filled by election at the following meeting: if an appointive office becomes vacant, the Commander will appoint another member to fill the vacancy at the meeting in which the vacancy is declared, with the approval of the membership.

6.6 By accepting an elective or appointive office, a member agrees that their service will be rendered freely, and they will not be entitled to reimbursement from the chapters' funds for any sum advanced, incurred, or spent unless authorized by the Chapter at a regular meeting. No chapter member will have the authority to incur any expense or obligation or bind this Chapter, unless prior approval of the chapter by majority vote at a regular or special meeting is obtained.

ARTICLE VII: EXECUTIVE COMMITTEE

7.1 The Executive Committee will be composed of the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Judge Advocate, Historian, Chaplain, Past Chapter Commander, and three (3) Executive Committee Persons, including the DEC, that are elected annually. The Chapter Adjutant will act as Secretary of this committee and keep its minutes, but without vote. The Committee will elect its own Chairperson from the committee membership; however, the Commander cannot be

Section 2: Bylaws

the Chairperson.

7.2 The Executive Committee will make recommendations to the chapter from time to time, that it believes will benefit the Chapter. The committee is not an approval authority unless the chapter is dark. It can only recommend to the chapter membership.

7.3 The minutes of each meeting of the Executive Committee will be posted by the Adjutant, and made available to all members, prior to the next month's regular chapter meeting. Any Chapter Member may request that any part of the minutes be discussed, amended, or changed. These changes will be voted on separately.

7.4 One of the purposes for the creation and continuance of the Executive Committee will be to provide a means for discussion of routine and other business affairs of the chapter and make recommendations of a desired action, but the chapter has sole power to approve or disapprove such recommendations.

7.5 The Executive Committee shall meet at the call of the Chairperson, Commander, or a majority of the members of the Executive Committee when requested in writing. Notice of the time and place of each special meeting will be in writing, by electronic media, or by telephone, to each committee person not less than five (5) days prior to the meeting, except with the unanimous consent of all members of the committee. Five (5) members in good standing will constitute a quorum.

ARTICLE VIII: FINANCE COMMITTEE

8.1 The Finance Committee shall be composed of a minimum of three (3) Committee Persons. The Committee will be an odd number of members, appointed from the Chapter members in good standing, by the Commander. The term of Office will be one (1) year. The Committee will elect its own Chairperson.

8.2 The Finance Committee will prepare a budget for each administration on a fiscal basis beginning July 1 and ending June 30. In **no case** can an approved budget be changed without the recommendation from the Finance Committee and approval from the chapter membership at the next regular or special meeting.

8.3 The revenue of the chapter will be obtained from membership dues, contributions, sale of official items from the National Catalog, and other fundraising sources as approved, after notification to the Department of Arizona.

8.4 Spending for special projects will be limited to the policies and budget established by the Finance Committee. Any veteran or his dependents can submit a request.

8.5 Any of the Finance Committee Persons may be removed from office by the Commander and the vacancy be filled by the Commander.

8.6 The Finance Committee shall meet at least once each quarter, and at the request of the Chairperson, the Chapter Commander, or by written request of two (2) committee members.

Section 2: Bylaws

ARTICLE IX: FINANCIAL MANAGEMENT

9.1 FINANCIAL ASSISTANCE

9.1.1 A Veteran may come to the DAV office if they are seeking financial assistance. When arriving at the DAV office, the Veteran will sign the Activity Log Book.

9.1.2 Upon arriving, they will ask the administrative assistant on duty for a DAV Chapter 08 Request for Financial Aid form (EVC-F01).

9.1.3 The Veteran will take the EVC-F01 form and fill it out completely in all sections that apply to their situation.

9.1.4 Upon filling out the EVC-F01 form, the Veteran will see a Service Officer. This Service Officer will handle each claim to its final disposition.

9.1.4(a) If necessary, the Veteran may be required to return to the DAV office with the form and any other supporting documentation that is requested.

9.1.4(b) This will include a DD214 or VA Card to show proof of service; any bills, rental/mortgage contracts and/or repair orders or quotes and any other documents that support the request for financial assistance. Note: No handwritten or abridged documents will be accepted for consideration. All documents must be original and legally binding.

9.1.5 When meeting with the Veteran, the Service Officer will review required documentation (see Para 9.1.4(b)).

9.1.6 Upon completion of this review, the Service Officer will present the package of information to the Adjutant, Treasurer or Commander.

9.1.7 All requests for financial assistance will be presented to the Adjutant, Treasurer or Commander for final review. Any potentially denied applications must be forwarded to the Commander for final disposition. Applications that are denied will be discussed with the Veteran by the Commander with the Service Officer present.

9.1.7(a) The Adjutant, Treasurer or Commander will determine if the payment is justified within the routine monetary level. The monetary level for assistance for each person will be \$500.00 and may only be provided once to a Veteran. The chapter's monthly limit for financial assistance will be set as approved by the Body with the annual budget.

9.1.7(b) In extreme circumstances where an individual may require more than the allotted monetary level of \$500.00, justification will be on a case-by-case basis, including one-time only assistance, approved by Executive Committee. If any of these individuals are not present, a vote by proxy will be authorized to finalize this decision.

9.1.8 Checks will be written for all approved requests for financial assistance where applicable. An

Section 2: Bylaws

issued check will be made out to the organization where financial assistance has been requested. NO checks will be written to the Veteran under any circumstances.

9.1.9 If the application is denied by the Commander, the Service Officer will discuss other alternatives and resources that are available to the Veteran. These resources will be listed on an attachment to the application. This page is titled Resources (EVC-F03).

9.1.10 The initial application, EVC-F01, will be kept on file in the Treasurer's office. Documentation (Para 9.1.4(b)) containing the personal financial information of the Veteran will be destroyed (shredded) or returned to the applicant upon the final decision of the Commander.

9.2 YEARLY EXPENDITURES AND BUDGET

9.2.1 Yearly expenditures are reviewed and recommended by the Finance Committee and approved by the Chapter Membership at a General Meeting.

9.2.2 Service Account funds will be used for SERVICE PURPOSES ONLY. These funds may not be transferred to any other account as voted and approved by the Chapter membership.

9.2.3 Other funds may be transferred INTO the Service Account as approved by the Chapter Membership.

9.2.4 Exception: Funds charged on the Credit/Debit card for gas cards issued to a Veteran may be transferred from the Service Account to the General Account as an accounting function to balance both accounts.

9.2.4(a) In order to accurately track these gas cards, each card issued will be deducted from the Service Account as they are issued. This exception applies ONLY to the gas cards.

9.2.5 Yearly Expenditures: Annual projected expenditures as set down in the approved budget SHALL NOT EXCEED the BUDGET LIMITS. Any budget changes must be recommended by the Finance Committee and approved by the Chapter Membership.

9.3 CHAPTER SERVICE OFFICER REIMBURSEMENT

9.3.1 Chapter Service Officer (CSO) reimbursement will be made for *mileage only*. In order to obtain mileage reimbursement, CSOs must submit a request monthly to the Adjutant. Mileage reimbursement will be made at the current nationally approved rate, or a rate approved by the Chapter membership. Reimbursement requests must be made on form EVC-F02 and submitted by *NO LATER THAN* the 10th day of the month following the month for which the CSO is requesting mileage reimbursement.

9.4. CHAPTER DEBIT/CREDIT CARD

9.4.1 The use of this card will be used as a revolving charge/debit card and will be limited for use by the Commander, Adjutant, and Treasurer and/or Senior Vice or Junior Vice Commanders only.

9.4.2 Chapter credit/debit cards will be used to make purchases for expenses from the General Account ONLY.

Section 2: Bylaws

9.4.2(a) All debit/credit cards will be kept in the file safe in the Commander/Adjutant office, except per Commanders approval.

9.4.3 Receipts for the issuance of gas cards will be debited from the Service Account to balance the books.

9.4.3(a) This is the ONLY time that the Service Account may be debited to cover Credit/Debit Card expenses.

9.4.3(b) All other transactions pertaining to Veteran's assistance will remain as outlined in Section 9.1.

9.5 NEW MEMBERS

9.5.1 A new member will fill out an application and turn it in along with a minimum \$40.00 deposit toward full life membership if unable or unwilling to pay the full life membership fee in full at the time of application.

9.5.1(a) The Chapter will send to National a consolidated check for all the new member's fees on no less than a monthly basis.

9.6. CHAPTER TREASURER

9.6.1 The Chapter Treasurer should be able to spend at least one (1) day each week at the Chapter House.

9.6.2 The petty cash pouch will be maintained in the Commander's office in the Chapter safe.

9.6.2(a) \$100.00 (one hundred dollars) shall be kept in the pouch as the cash on-hand.

9.6.2(b) When the cash is spent it must be replaced with a receipt in order to balance the pouch cash. Receipts will be reconciled monthly to replenish the cash in the pouch. Cash out of line item impacted.

9.6.3 An Office Display Case Cash Box is maintained for the display case sales held in the Chapter House and should have cash on hand of \$20.00 (twenty) at all times.

9.6.3(a) Display case purchases will be documented with a receipt and turned into the Adjutant or Treasurer daily (or Senior/Junior Vice Commander when Adjutant and Treasurer are not present). The monies will be turned in as quickly as possible upon their arrival.

9.6.4 The East Valley Clinic Popcorn Pouch will be maintained at a \$30.00 (thirty) level. This pouch will be stored at the Southeast VA Clinic in the popcorn cabinet.

9.6.4(a) The envelope for the cash that is collected over and above the \$30.00 will be turned in daily if possible but at a minimum of once per week.

9.6.4(b) Envelope will be labeled for each day the popcorn stand is operated. Signatures are required on each envelope prior to turning it into the Chapter.

Section 2: Bylaws

9.6.5 The BINGO safe will have a minimum \$1,100.00 not to exceed \$1,500.00 on a consistent basis. It will be stored in the BINGO office safe when no fund-raising function is going on.

9.6.5(a) When BINGO is held, the BINGO Manager and BINGO Supervisor are responsible for the security and handling of BINGO cards and funds. At the end of each day the event is held, the receipts will be counted, placed in an envelope, sealed, and marked with the day on it and signed by two people (when available). At the end of the event, the monies will be turned in the first business day after the event. All receipts will be recounted and recorded by the Treasurer and/or Adjutant (or other designated assignees).

9.7 PURCHASE ORDERS, CHAPTER CHECKS, AND AGREEMENTS

9.7.1. For any purchase for the Chapter, a Purchase Order must be obtained, completed, and approved by the Commander. Any purchases made without an approved Purchase Order will not be reimbursed by the Chapter.

9.7.1(a) The Purchase Order form will be titled “Purchase Order” and identified as “EVC-F04”. In case of an emergency, a telephone call may be made to the Commander for a verbal approval. A Purchase Order form (EVC-F04) must be completed as soon as possible—but no later than 72 hours—for record keeping purposes. The Commander will make note on the Purchase Order that a verbal approval was given prior to the form’s submission. If requested, the member making the approved purchase may receive a receipt for the purchase for their personal records.

9.7.2 Chapter Checks will be written for various reasons to reimburse services rendered or finalize assistance to a veteran.

9.7.2(a) There must be two (2) signatures on each check that is written. Signatures that are authorized to be legally used are the Commander and the Treasurer. The Adjutant, Senior Vice or Junior Vice depending who is authorized by the Commander on the banking accounts, may also sign checks as designated by the Commander.

9.7.3 There must be two (2) authorized signatures on any written contract or agreement on behalf of the organization.

9.7.3(a) No contract or agreement may be entered into on behalf of the organization without approval from the members at a General Meeting.

9.8 DONATIONS

9.8.1 Incoming Donations.

9.8.1(a) Checks donated to DAV East Valley Chapter 08 must be designated as a DAV or a DAV Chapter 08 donation on the check. Checks should specify whether the donation should be used for the Service Account (Veterans) or the General Account (Chapter 08). If the check is not annotated for a specific account, it is at the Commander’s discretion as to which account it should be applied. All donations will be consolidated and deposited on at least a weekly basis by the Treasurer or Adjutant in the Treasurer’s absence.

Section 2: Bylaws

9.8.1(b) Each check must also designate whether the donor is a member or non-member of the DAV. Verification for this designation will be completed by the Adjutant.

9.8.1(c) A letter (receipt) documenting the donation may be requested by the donor. In that case, the Chapter will need their full name and address to provide this letter.

9.8.2 Outgoing Donations.

9.8.2(a) All donations going out to other approved organizations will be written by check. The donations will come out of the General Account. The amount of the donation may be suggested by a Chapter Member and/or reconsidered by the Finance Committee. If approved, the donation will be discussed, explained and, if necessary, voted on by the Chapter Membership. Voting for this matter will be at the discretion of the Commander.

ARTICLE X: STANDING COMMITTEES

10.1 The Standing Committees of the Chapter, in addition to those otherwise provided for in the Bylaws, will be those committees authorized by the Chapter, to include, but not limited to, Audit, Special Projects, Entertainment, and Fund Raising.

10.1.1 All committees shall meet at a minimum once each quarter and as determined by the Committee Chairperson. Quarters shall be defined as: July through September (Q1), October through December (Q2), January through March (Q3), and April through June (Q4).

10.2 The Commander, except as otherwise provided in these Bylaws, will appoint the membership of each committee. Each committee will elect their own chairperson with the approval of the chapter membership. The Commander will serve as ex officio member of all committees appointed by him or herself.

10.3 Audit Committee: The committee will review the Treasurer's Report as directed by the Commander. The committee will report the findings to the Chapter membership in a written, signed report. If the report is found to be not true and correct, or if the Chapter membership does not approve the report, it will report in writing the reasons for the findings. The committee will also make an examination of the record and files of the Adjutant and report the findings to the Chapter membership at the next meeting.

10.4 Special Projects Committee: The committee will keep informed of public and private agencies as well as organizations that can offer temporary or permanent assistance to veterans and/or their dependents. The committee will assist in securing proper and adequate aid and assistance.

10.5 Entertainment Committee: The committee is chaired by the Junior Vice Commander. The committee will get speakers on other than partisan, or political subjects or concerning sectarian matters or labor disputes. They shall be responsible to obtain entertainers for chapter meetings and other chapter events by and with the approval of the Commander.

Section 2: Bylaws

10.6 Fund Raising Committee: The committee will constantly research fund raising possibilities, to report to the chapter membership. They will establish fund raising events to generate income for the chapter for operational expenses. Procedures for fund raising events will be produced and followed. The Committee will notify the Department of Arizona at least thirty (30) days prior to all fundraising event starts. They will recruit from the chapter membership personnel to work each event successfully. The committee will hold a Forget Me Nots program at a time and place of their choosing. The committee will run the Golden Corral fund raising event in November of each year.

10.6.1 The Committee shall not conduct a fundraising event in the territory of any other chapter, without prior approval of that chapter in writing. The Chapter will, at all times, comply with the National Organization Bylaws Article 15, and Department of Arizona Bylaws Article X. The Chapter will not sponsor or conduct a lottery in the name of, or using any part of the name of, or initials of the Disabled American Veterans except where allowed by law.

10.7. Bingo Committee: The Bingo Committee shall be appointed by the Commander and shall consist of positions as directed under Arizona State Bingo Regulations. The Bingo Committee is under the oversight of and shall report to the Commander.

10.7.1 Bingo funds shall be maintained in a separate account from all other Chapter funds per Arizona State Bingo Regulations.

10.7.2 All Bingo operations shall conform to Arizona State Bingo Regulations (maintained in a separate binder).

10.8 Board of Trustees: The purpose of the Board is to direct, evaluate and oversee Chapter-wide efforts to meet its asset management goals and objectives for property assets that include, owned and leased buildings, land, and other structures.

10.8.1 The Board is the forum through which the Chapter develops common strategies and agreements to strengthen the management of Chapter assets. The Board provides input to the Chapter on asset management issues and provides the Chapter with an Asset Management Plan that includes related recommendations and business practices. The Board also provides strategic vision for asset management and ensures plans are executed. All business of the Board will be conducted in accordance with Chapter By-laws.

10.8.2 Responsibilities are as follows: Evaluate current assets and establish prioritized actions to ensure assets are maintained in accepted standards. Recommend and consider recommendations on solutions to asset management-related improvement opportunities, challenges, issues, and problems. Oversee asset related projects and present to the body funding estimates for approval and progress of current projects.

10.8.3 The Board shall consist of five Chapter voting members in good standing, appointed by the Chapter Commander, and approved by the body. Chairperson shall be elected by the Board in accordance with the Chapter By-laws. The Board will include one additional non-voting member from the Chapter Auxiliary Unit, for six members total.

Section 2: Bylaws

ARTICLE XI: NOMINATIONS AND ELECTIONS

11.1 The annual nominations of officers will be held at the March and April meetings before the Department Convention. Elections will be held at the April meeting. Nominations for all chapter officers will be closed at the April meeting prior to the election. Have the room cleared for members only to cast their votes for the nominees. Installation will take place at the incoming Commander's discretion in May.

11.1.1 In the event that elections cannot be held in April, elections will be held at the next available general meeting as long as installation can be accomplished prior to July 1st of that year.

11.1.2 In the event that elections cannot be held in April, and no general meeting or special meeting and installation cannot occur before July 1st, members currently in office will remain in place for the next fiscal year.

11.2 There will be **no** voting by proxy. Only chapter members present and in good standing may vote.

11.3 All voting for officers and delegates will be by written ballot except by unanimous consent.

11.4 A majority of votes cast is necessary to elect a candidate for any office or as a delegate or alternate to a Department or National Convention.

11.5 Any member of the chapter wishing to attend a Department or National Convention as a subsidized delegate must have attended at least eight (8) meetings of the chapter during the past twelve (12) months (or 6 meetings if July and August General Meetings were not held) and shall have participated in/or exhibited interest in the operation and affairs of the chapter. All interpretations of this section are to be made by the Chapter's Executive Committee and are final.

ARTICLE XII: MISCELLANEOUS

12.1 Items not covered by this Constitution and Bylaws, the Department of Arizona Constitution and Bylaws, or the National Constitution and Bylaws, will be governed by Robert's Rules of Order, Newly Revised.

12.2 All disciplinary action taken or started against members or officers will be in accordance with the National Bylaws, Article 16.

12.3 Each member accepted or retaining membership in this chapter agrees to be bound by chapter Constitution and Bylaws, the Department of Arizona, and National Organization.

Section 2: Bylaws

ARTICLE XIII: AMENDMENTS

13.1 These Bylaws may be amended at any meeting of the chapter by two-thirds (2/3) vote of the members present and in good standing, provided that written notice of such amendments is provided each member not less than ten (10) days before the meeting at which the first reading of the amendments are done. Such notification will be in the chapter's newsletter, on electronic media, and/or web site. A copy of the revised Bylaws will be posted in the chapter's office. Said amendments will become effective only when sent through the Department Judge Advocate and approved by the National Judge Advocate.

13.2 In the event of the provision(s) of this Constitution and Bylaws become inconsistent with the Constitution and Bylaws, lawful mandates, decisions and Regulations of the Department of Arizona, or the National Organization, now in force or after amendments, this Constitution and Bylaws will be deemed amended as to be in line with the higher authorities.

Section 2: Bylaws

The above Constitution and Bylaws were adopted by East Valley Chapter 8 of the Disabled American Veterans, together with all amendment(s) contained in this document at Mesa, Arizona, on February 12, 2022, subject to the review of the Department Judge Advocate, and the approval of the National Judge Advocate.

APPROVAL

SIGNED BY:

CHAPTER COMMANDER

DATE: _____

CHAPTER ADJUTANT

DATE: _____

**DEPARTMENT OF ARIZONA
COMMANDER**

DATE: _____

**DEPARTMENT OF ARIZONA
ADJUTANT**

DATE: _____

**DEPARTMENT OF ARIZONA
JUDGE ADVOCATE**

DATE: _____

**NATIONAL JUDGE ADVOCATE
JUDGE ADVOCATE**

DATE: _____