



**MILITARY OFFICERS ASSOCIATION  
OF AMERICA**

Ark-La-Tex Chapter  
P.O. Box 134  
Barksdale AFB, La. 71110



**BYLAWS  
of  
THE ARK-LA-TEX CHAPTER  
MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA)  
1 JANUARY 2003**

**ARTICLE I - NAME**

**SECTION 1.** The name of this organization shall be the ARK-LA-TEX CHAPTER of the MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA), hereinafter referred to as the Chapter.

**ARTICLE II - PURPOSE**

**SECTION 1.** The purposes of this Chapter shall be:

- A. To promote the purposes and objectives of MOAA NATIONAL.
- B. To foster fraternal relations among retired, active duty, and former officers of all uniformed services.
- C. To protect the rights and interests of personnel of the uniformed services, their dependents, and survivors.
- D. To provide useful services for members, their dependents, and survivors.
- E. To further the education of children of service personnel.
- F. To serve the community and the Nation.

**ARTICLE III - STATUS**

**SECTION 1.** This Chapter shall be a non-profit organization, operated exclusively for the purposes specified in Article II.

**SECTION 2.** Officers, appointed Directors, and other appointed officials shall not receive any compensation for their services. The BOARD OF DIRECTORS (BOD), hereinafter referred to as the BOD, may authorize reimbursement of expenses incurred in the performance of their duties.

**SECTION 3.** Nothing herein shall constitute members of the Chapter as ‘partners’ for any purpose. No member of this Chapter shall be liable for the acts or failure to act on the part of any other member. No member shall be liable for his/her acts or failure to act under these bylaws, except only for acts or failures to act arising out of his/her willful malfeasance or misfeasance in performance of duties.

**SECTION 4.** The Chapter shall only use its funds to accomplish the purposes specified in Article II. No part of Chapter funds shall belong to or be distributed to members, except as for provided for in ARTICLE III, SECTION 2, above.

#### **ARTICLE IV - MEMBERSHIPS**

**SECTION 1.** The membership of this Chapter shall be composed of:

- A. Men and women who are or have been commissioned or warrant officers of the seven U.S. uniformed services: Army; Navy; Air Force; Marine Corps; Coast Guard; National Oceanic and Atmospheric Administration and Public Health Service - or- the reserve and other component of these services.
- B. Widows and widowers of an officer who would have been eligible for membership.

**SECTION 2.** Subject to provisions of Section 1 above, there shall be three membership categories from the SEVEN UNIFORMED SERVICES. These categories are REGULAR, AUXILIARY, and HONORARY as described below.

- A. Regular Members:
  - 1) Officers who are on the retired list, whether or not the individual is drawing retired pay.
  - 2) Officers who are not retired.
  - 3) Former officers who were separated under conditions acceptable to the BOD.
- B. Auxiliary Members:
  - 1) Widows and widowers of an officer who would have been eligible of membership.
- C. Honorary Members:
  - 1) The BOD may grant honorary membership to individuals in recognition of their service to the Nation, the retired officer community, or the Chapter. An individual eligible for regular or auxiliary membership is not normally eligible for honorary membership. Elective or appointive officials at the national, state, or local level, may be extended honorary membership during his/her term of office.

- 2) The BOD may grant honorary membership to foreign officers.
- 3) Honorary members shall not vote and are not required to pay dues.
- 4) Regular and auxiliary members may make recommendations for honorary membership. Nominations must be submitted in writing to the BOD.

**SECTION 3.** Applications for regular and auxiliary membership shall be submitted to the Chairperson, Membership Committee. Applications should be submitted in writing. The BOD is empowered to accept or reject any application or recommendation for membership.

**SECTION 4.** Any member may be dropped for ‘good and sufficient cause’ as determined by the BOD. The members will be afforded an opportunity to address the BOD before the decision is made. This may occur at a regular or special meeting of the BOD, at the discretion of the BOD.

**SECTION 5.** Regular and auxiliary members should hold and maintain membership in MOAA NATIONAL.

**SECTION 6.** Former spouses of officers who would qualify as regular members of this Chapter are not eligible for membership in this Chapter unless they qualify for membership in their own right.

#### **ARTICLE V - VOTING**

**SECTION 1.** Except as otherwise provided for in these bylaws, all questions coming before the membership shall be decided by a majority vote. See Article VII, Section 4.

**SECTION 2.** All regular and auxiliary members in good standing, and present at any annual, general, or special meeting of the Chapter, are entitled to vote.

**SECTION 3.** Proxy votes are not permitted at any Chapter meeting.

#### **ARTICLE VI- DUES**

**SECTION 1.** The amount to be paid for annual member dues shall be determined by the BOD. Changes will normally be effective 1 January of the next calendar year.

**SECTION 2.** Annual dues are due and payable on January 1 of each year. Dues must be paid no later than 1 April. After this date, the member is delinquent in dues payment. The delinquent member shall be notified by the Chapter Newsletter that they are delinquent and that they must pay by 1 June or be dropped from membership. If payment is not made by 1 June, without further notice or hearing, the individual will be dropped from the membership roll and forfeits all rights and privileges of membership.

**SECTION 3.** Members who have been dropped for non-payment of dues may be reinstated after reapplying for membership and payment of annual dues for the current year.

## ARTICLE VII- MEETINGS

**SECTION 1.** There shall be a general membership meeting in December to elect and install officers, receive annual reports as required, and transact other business as determined by the BOD. In addition to the December meeting, the Chapter shall have other general membership meetings as determined by the BOD.

**SECTION 2.** The President may call special meeting of the Chapter. Notice of all meetings will be through the preceding month's Newsletter. Notice of meetings will contain the time, place, and subject(s) to be covered.

**SECTION 3.** Any Chapter member who wishes to make a proposal or motion, except motions pertinent to elections, will first submit the proposal or motion to the BOD. It may be oral, but written is preferred. All proposals and motions will be discussed at a BOD meeting and results reported to the general membership if deemed appropriate by the BOD.

**SECTION 4.** The members present at any general or special membership meeting of the chapter shall constitute a quorum.

## ARTICLE VIII- PARLIAMENTARY AUTHORITY

**SECTION 1.** The rules contained in the current edition of "ROBERT'S RULES OF ORDER NEWLY REVISED" shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws or special rules of order the Chapter may have adopted.

## ARTICLE IX - BOARD OF DIRECTORS

**SECTION 1.** The BOD shall be composed of no more than seventeen (17) regular members (retired or active duty officers). Board members must be MOAA National members. It will consist of six elected officers, the Immediate Past President and up to ten (10) directors appointed by the President. Two of the appointed directors shall be the editor of the Chapter newsletter and the Chapter Web Master..

**SECTION 2.** The President shall appoint new directors, if required, not later than the first meeting of the BOD following his/her election. Directors shall serve two-year terms. Directors may be appointed for additional two-year terms with the approval of the Board of Directors.

**SECTION 3.** The BOD shall supervise, control, and direct Chapter activities. They will determine and implement policy within the limits of bylaws, and will provide oversight of funds disbursements. The BOD may adopt rules, regulations, or standard operating procedures for the conduct of Chapter business as it deems appropriate. In the execution of powers granted herein, the BOD may appoint agents it considers necessary.

**SECTION 4.** The BOD may adopt resolutions or establish positions, in the name of the Chapter, only on issues in support of purposes outlined in Article II above. All other resolutions or positions must be decided by majority vote at a general membership meeting.

**SECTION 5.** The BOD shall meet regularly. The BOD will normally meet once a month and upon demand of its members. The meeting time and place will be at the discretion of the President. The President will insure the agenda and last meeting minutes are mailed to the BOD not later than 10 days prior to the next scheduled BOD meeting.

**SECTION 6.** A simple majority of the BOD shall constitute a quorum at any board meeting.

**SECTION 7.** All questions coming before the BOD shall be decided by majority vote. All members of the BOD are voting members. A member holding down two or more positions will have but one vote.

### **ARTICLE X - OFFICERS**

**SECTION 1.** The elective officers shall be: President; First Vice President; Second Vice President; Third Vice President; Secretary; and Treasurer. Each of these officers shall be a regular member of the Chapter and MOAA National.

**SECTION 2.** Officers shall be elected by the membership at the December general membership meeting. They will also be installed at that meeting. Each new officer will take office on 1 January following their election and shall serve a two year term or until their successor is duly elected and installed.

**SECTION 3.** The President, Second Vice President, and Secretary shall be elected in odd number years. The *First Vice President, Third Vice President, and Treasurer* will be elected in *even* numbered years.

**SECTION 4.** A vacancy in the office of the President shall be automatically filled by the First Vice President. A vacancy in the office of the First Vice President will automatically be filled by the Second Vice President. Vacancies in other offices shall be filled by a nomination from the President which must be approved by the BOD.

**SECTION 5.** The President shall be the principal officer of the Chapter. He/She shall preside at meetings of the Chapter and BOD meetings. The President shall be an ex-officio member of all committees, except the nominating committee, and has voting privileges on those committees. At all meeting of the Chapter or BOD, and at other meetings deemed appropriate, the President will communicate information or proposals which he/she believes would help achieve the purposes of the Chapter. The President will perform such other duties as are necessary to function in that position.

**SECTION 6.** If the President is temporarily disabled or absent, the First Vice President shall perform the duties of President. If both the President and First Vice President are temporarily disabled or absent, the Second Vice President shall perform the duties of President. Vice Presidents shall perform duties specified in the bylaws and such other duties as the President may assign.

**SECTION 7.** The Secretary shall provide written notification of all meetings and shall keep a written record of all proceedings. He/she shall keep a record of all BOD proceedings and of Special Activity Meetings. The Secretary shall maintain Chapter correspondence files and

provide safekeeping of all important documents and records of the Chapter. He/she shall perform such other duties commensurate with the office and others assigned by the President.

**SECTION 8.** The Treasurer shall maintain a record of all money received and expended for the use of the Chapter and make disbursements authorized by the Chapter or BOD. He/she shall collect annual dues and all other money due the Chapter. All money received shall be deposited in a financial institution approved by the BOD. Funds may be withdrawn there from only upon the signature of the Treasurer, or in the absence of the Treasurer, the President.

The funds, books and vouchers under the Treasurers control shall be subject to inspection and verification by the BOD at all times and shall be reviewed at least annually. The Treasurer shall be responsible for an annual audit of Chapter funds and shall present results of the audit to the BOD. The audit must be performed by an Independent Auditor.

### **ARTICLE XI- COMMITTEES**

**SECTION 1.** The President, subject to approval of the BOD, shall appoint such standing and special committees as required by the bylaws and others he/she deems appropriate.

**SECTION 2.** There shall be five Standing Committees for the Chapter: Membership; Legislative; Scholarship; Personal Affairs; Programs and Events; and Finance and Budget. The First Vice President shall chair the Programs and Events Committee; the Second Vice President shall be the Vice Chairperson of this committee. The Third Vice President shall chair special projects committees when so appointed. The Treasurer will chair the Finance and Budget Committee. The President will appoint, and the BOD will approve, the chairperson for the Membership and the Legislative committees.

**SECTION 3.** The President will appoint an Officer Nominating Committee not later than 1 September of each year. It shall be a five-member committee consisting of one non-officer BOD member, who will chair the committee, and four regular members of the Chapter. The Officer Nominating Committee will inform the Chapter Board not later than the November BOD meeting of their nominees for the upcoming election. The Chairman of this committee or his/her designated representative will conduct the election at the December general meeting. The outgoing President, or his/her designated representative, will conduct the installation ceremony.

### **ARTICLE XII - CHANGE OF BYLAWS**

**SECTION 1.** Proposed changes of the bylaws must be approved by the BOD prior to being submitted to the general membership for approval and adoption. Bylaws may be amended, repealed, or altered in whole or in part by a two-thirds vote of members present at any Chapter general membership meeting. Prior to submitting changes to the general membership, proposed changes must be publicized in the preceding month's Chapter Newsletter. That notification will summarize proposed changes and they will be further explained in detail prior to the vote at the general membership meeting.

### **ARTICLE XIII - THE FLAG**

**SECTION 1.** The American Flag shall be displayed and honored at all BOD and Chapter membership meetings.

## **ARTICLE XIV - RESIGNATIONS**

**SECTION 1.** Any member of the Chapter may resign by giving oral or written notice to the President or Chairperson, Membership Committee. Written notices are preferred. The President will insure the BOD is informed of all reported resignations, and will request appropriate changes to the roster of members.

**SECTION 2.** Any BOD member, elected or appointed, may resign by providing written or oral notification to the BOD.

**SECTION 3.** Resignations shall take effect at the time specified in the resignation notice. If no effective date is provided, resignations will be effective immediately on receipt of resignation intent.

## **ARTICLE XV - DISSOLUTION**

**SECTION 1.** The Chapter can be dissolved by a simple majority vote of all members.

**SECTION 2.** If the Chapter is dissolved, and after satisfying all Chapter financial liabilities, remaining monetary resources shall be given to MOAA National for use in their scholarship fund. Any other resources will be disposed of as determined by the BOD.

This is to certify that these bylaws were amended and approved at a general membership meeting of the ARK-LA-TEX CHAPTER of MOAA, held at the Barksdale Air Force Base Officers Club, Saturday, 26 February 2005.

Secretary

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President

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