

ARMED FORCES E9 ASSOCIATION, Inc.



BYLAWS

(As amended and adopted at AFE9A National Convention, 25 April 2009)

April 25, 2009

ARMED FORCES E9 ASSOCIATION, Inc.



MISSION STATEMENT

The mission of Armed Forces E9 Association is to foster patriotism; promote the health prosperity and welfare of our members and their families; continue our involvement in national defense policies; continue our efforts to stop the erosion of our earned benefits; ensure accountability of our POW/MIA's; ensure protection of the American flag; continue to preserve and defend the United States against all her enemies; and to maintain allegiance to God and Country.

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Abbreviations used:

AFE9A: Armed Forces E9 Association, Inc.

NEC: National Executive Council

ARMED FORCES E9 ASSOCIATION, Inc.

BYLAWS

PREAMBLE

We, as citizens of the United States of America and members of its Uniformed Services, both active and retired, being mindful of our responsibility to support a strong defense establishment, interest in the welfare of our members and their families, and reverence to God, Country, and our departed Comrades, do hereby unite to further the aims and objectives of the Armed Forces E9 Association, Incorporated, a permanent organization.

ARTICLE I. NAME, MOTTO, LOCATION, COMPOSITION, AND LOGO

Section A. Name.

The name of the National Organization shall be Armed Forces E9 Association, Incorporated, hereinafter referred to as AFE9A.

Section B. Motto.

The motto for AFE9A shall be "Pride-Dedication-Service."

Section C. Location.

The registered AFE9A National Headquarters shall be maintained at the Charlie R. Greene Memorial Hall located at 699 East Veterans Memorial Boulevard, Harker Heights, Texas 76548-1390.

Section D. Composition.

The National Association, a Texas nonprofit corporation, shall be composed of top-grade-enlisted personnel, active and retired, from all branches of the U. S. Uniformed Services. Chapters may be chartered and members-at-large may be accepted without chapter affiliation. A National Auxiliary and Chapter Auxiliaries shall be authorized and shall be composed of spouses and widows or widowers of Association members or those who were eligible to become members.

Section E. Tax Exempt Status.

As a nonprofit corporation, the Association and all its chapters are exempt from taxation under IRS Code 501(c) (19). The AFE9A Certificate of Incorporation (issued by the State of Texas) does not extend to other chapters within or outside the state of Texas. To limit personal liability, chapters are encouraged to incorporate in the state where located. Donations to 501 (c) (19) organizations are tax deductible.

Section F. Logo.

AFE9A Logo is symbolic of the patriotism of its members and shall not be modified except by a two-thirds vote. The FIVE POINTS OF THE LARGE STAR symbolizes the five military services (Army, Marine Corps, Navy, Air Force, and Coast Guard). The EAGLE in the center of the star symbolizes our intent to preserve and defend the United States of America against all enemies. The NINE SMALL STARS below the eagle symbolize the pay grade of eligible members of the Association. The U. S. SEAL on the breast of the eagle symbolizes our allegiance to the United States of America.

ARTICLE II. OBJECTIVES

The objectives of AFE9A shall be to foster patriotism and civic duty; encourage fraternity for the common good; assist spouses and orphans of deceased members; assist members who have been injured or handicapped; maintain allegiance to the United States of America; preserve and defend the United States of America against her enemies; and to preserve and maintain historical records and traditions of Our Military Service.

ARTICLE III. MEMBERSHIP

Section A. Eligibility.

Any eligible person holding the grade of E9, or who held the duty position and served as the senior-rank noncommissioned officer prior to the institution of grades E8 and E9 on 1 June 1958, and who served honorably in

any branch of the United States Armed Forces is eligible for membership with all rights and privileges of the Association.

Persons serving on Active Duty, Reserve, or National Guard in the grade of E8 (P) are eligible for membership with all rights and privileges of the Association with following exceptions:

- a. They will not hold a National Executive Council elective office.
- b. Life Membership will not be available to an E8 (P) until the promotion to E9 is effective.
- c. Senior enlisted personnel of allied military forces who hold rank equivalent to E-9 in the United States Armed Forces shall be eligible for membership, but shall not be eligible to make motions, vote or hold national office. Membership shall be classified as either Life or Annual. Dues for each classification will be as recommended by the National Executive Council and approved by a simply majority vote of the general membership. Annual membership expiration date is the last day of the anniversary month in which joined. Honorary membership may be authorized by the National Executive Council for the senior advisor of each branch of the U.S. Armed Forces, and for persons who are otherwise ineligible for membership, but who display a continuous and significant interest in the Association. Honorary memberships exclude the right to vote and hold office.

Section B. Removal of Members.

- 1. Any member who fails to pay membership dues within 30 days past their annual expiration date shall have his/her name removed from the membership rolls and have all rights and privileges in the Association suspended. Any members removed may be reinstated upon receipt of dues.
- 2. Removal of a member for reasons other than failure to pay dues shall be governed by Robert’s Rules of Order (Revised), Chapter XX.

Section C. Membership Dues.

- 1. National membership dues shall be as indicated in paragraphs 2 and 3 below. Chapter dues (if any) shall be in addition to the National dues. Chapters will collect National dues from chapter members, retain a portion for chapter operations, and transmit the balance (accompanied by Membership Applications -new members only) to the National Adjutant within 15 days of receipt. Dues for MAL’s are the same as for chapter members, all of which goes for operation of the Association.
- 2. Single and multiple year membership dues are as follows. Chapter retains 40 percent of dues:
 - a. 1-year - collect \$25.00, retain \$10.00 and forward \$15.00 to National.
 - b. 2-year - collect \$48.00, retain \$19.20 and forward \$28.80 to National.
 - c. 3-year - collect \$70.00, retain \$28.00 and forward \$42.00 to National.
- 3. Life membership dues are as shown below. Chapters retain 20 percent of all life dues. If life dues are paid in quarterly installations, chapters retain 20 percent of each installment.

AGE	LUMP SUM PAYMENT			QUARTERLY PAY LIFE (QPL)		
	COLLECT	RETAIN	NATIONAL	COLLECT	RETAIN	NATIONAL
Under 51	\$250.00	\$50.00	\$200.00	\$62.50	\$12.50	\$50.00
51-55	225.00	45.00	180.00	56.25	11.25	45.00
56-60	200.00	40.00	160.00	50.00	10.00	40.00
61-65	175.00	35.00	140.00	43.75	8.75	35.00
66-70	150.00	30.00	120.00	37.50	7.50	30.00
Over 70	100.00	20.00	80.00	25.00	5.00	20.00

ARTICLE IV. CHAPTERS

Section A. Chartering

- 1. The National Executive Council shall have sole authority to charter chapters of the Association. Formation and Chartering of a chapter requires application in writing to the National Executive Council by no less than 10 members or persons eligible to be members, other than honorary.

- a. The charter application will, as a minimum, identify the names of the individuals desiring to form the chapter, the names of those who will serve as temporary officers, and the proposed name of the Chapter. A membership application with appropriate dues for nonmember applicants will be forwarded as a part of the charter application.
- b. Each region shall have a Region Coordinator appointed by the National Executive Council to charter chapters within the region and to represent the chapters before the National Executive Council. When one or more chapters have been chartered in a region, the coordinator will have a vote on the National Executive Council. When three or more Chapters are chartered, the Chapter Presidents within the regions will elect the Coordinator. Regions and the states they encompass are as follows:

Region #1: CT, MA, ME, NH, RI, VT
 Region #2: DE, NJ, NY, PA
 Region #3: DC, KY, MD, NC, SC, VA, WV
 Region #4: AL, FL, GA, MS, PR, TN, VI
 Region #5: IL, IN, MI, OH, WI
 Region #6: IA, KS, MN, MO, ND, NE, SD
 Region #7: AR, LA, NM, OK, TX
 Region #8: CO, MT, UT, WY
 Region #9: AZ, CA, HI, NV
 Region #10: AK, ID, OR, WA

- c. While pending approval of a charter, membership application and dues accepted by the proposed chapter from persons residing within their designated area will be forwarded to the National Adjutant within 15 days of receipt.
 - d. The National Executive Council must approve or disapprove the charter application within 30 days of receipt.
2. Upon notification that the charter has been granted, the chapter must hold a general membership meeting within 60 days to elect officers and adopt chapter bylaws. Names of the officers and the proposed bylaws will be forwarded to the National Executive Council within 30 days of the meeting.
 - a. Chapter bylaws must not contain any provisions contrary to AFE9A Bylaws. The National Bylaws Committee will review the chapter’s proposed bylaws and recommend approval/disapproval to the National Executive Council.
 - b. A chapter charter becomes effective on the first day of the month following receipt from the National Executive Council (NEC).
 - c. Chapters shall submit to the National Executive Council, as a minimum, quarterly minutes of membership meetings held with a quorum present.
 4. To support itself and its local projects, chapters may access local membership dues not to exceed 50 percent of the amount of National dues when approved by a majority of the members present and voting at any membership meeting. Chapters will collect National membership dues and forward the appropriate amount to the National Adjutant as indicated in Article III, Section C.
 5. Chapters are responsible for recruiting their own members. Chapter members will be assigned within their region of residence unless assignment to another chapter is requested. Recruiting of new members is encouraged, but recruiting of MAL’s who reside in the chapter area is permissible.
 6. When a chapter is in the process of being chartered and a AFE9A member recruits another member (both of whom become charter members of the chapter) reimbursement in amounts shown in Article III may be made when application for reimbursement is made within 3 months from the date a new member joins the Association, even if a new member recruits another new member and both were initially assigned as MAL’s. Each application must show the name of the recruiter, the name of the new member, and the date recruited.

Section B. Revocation and Suspension of Charters.

1. The National Executive Council may revoke or suspend a charter when a chapter:

- a. Has a paid-up membership of less than 10 members for a period of 1 year.
- b. Has less than four membership meetings a year with a quorum present.
- c. Has not held an election of officers within the period required by their bylaws.
- d. Fails to abide by AFE9A Bylaws.
- e. Fails to submit the quarterly minutes and year-end financial report.
- f. Engages in activities detrimental to AFE9A. The determination of detrimental acts will rest with the NEC.

2. Suspension. The NEC may, by majority vote, suspend the charter of a chapter for any period up to one year suspension if believed to be in the best interest of the Association. Suspension will be effective upon receipt at the chapter.

3. Revocation. The NEC may, by 2/3 vote, revoke the charter of a chapter following a period of suspension when the cause of suspension has not been corrected. Prior suspension shall not be necessary when flagrant wrongdoing by chapter officers are evident, and no corrective action is being taken, or when its elected officers have abandoned the chapter.

Section C. Dissolution of Chapters.

When a chapter is dissolved, either voluntarily or by revocation of charter, all known assets shall be converted to cash. After all debts have been paid, any remaining funds shall be forwarded to National Headquarters and retained in escrow for one year, unless the laws of the State in which the chapter is located requires some other form of distribution. If the chapter is not reactivated within one year all assets become the property of the Association. The colors, chapter charter, and all membership and financial records will be forwarded to National Headquarters within 30 days and will be retained for one year.

Section D. Restoration of Charters.

A chapter may request restoration of their charter by written application to the National Executive Council. The application will contain evidence that the matter(s) causing revocation has been corrected. Application will comply with Article IV, Section A, of these bylaws. The National Executive Council will provide written notification to the chapter president and adjutant of the decision to approve or disapprove restoration.

ARTICLE V. NATIONAL EXECUTIVE COUNCIL (NEC)

Section A. Governing Body.

1. The governing body of AFE9A shall be the elected members of the National Executive Council (President, three Vice-presidents, Adjutant, Treasurer, and one Director from each of the Armed Forces) Region Coordinators (within the parameters set forth in Article IV, Section A. 2. b. above), the Immediate Past President, and all Chapter Presidents, all of who shall have equal voting and voice rights.
2. Subject to any prior directions from the membership, the governing body shall have full power and authority over the affairs of the Association between annual conventions and shall establish policies and procedures for the orderly conduct of Association business within the confines of the Bylaws.
3. A chapter president or member holding the proxy of a chapter president, shall have full voice and voting rights at any meeting of the National Executive Council, including pre/post convention meetings. However, only a chapter president, past national president or member of the NEC may cast a proxy vote on the floor of the convention for a chapter president.
4. A quorum at any business meeting of the National Executive Council shall be a majority of the members holding elective office in that body, whether voting in person, by proxy, FAX or telephone.

Section B. Meetings.

1. Meetings of the National Executive Council will include but not be limited to:

- a. A Mid-Winter Meeting held annually between November and February at a site to be determined by the NEC.
 - b. A Pre-Convention Meeting normally held at the National Convention site in preparation for the convention.
 - c. A Post-Convention Meeting of the governing body (Section A. 1. above) shall normally be held at the convention site immediately upon adjournment of the convention.
2. The President or any three NEC members may call special meetings of the NEC, but only when matters to be discussed are so urgent that they must be acted on prior to the next regular meeting as described in Section B. 1. above.
 3. All special meetings will normally be held by telephone conference with minutes of such meetings recorded. All business conducted by Fax or E-mail, such as balloting, etc., shall be ratified and made a matter of record at the next meeting of the NEC.
 4. Minutes of all meetings shall be written and retained as permanent records. Copies will be provided to all National Executive Council Members as soon as possible after each meeting (regular or special).

ARTICLE VI. OFFICERS

Section A. Elected Officers.

Elections. The election of a National President; 1st, 2nd, and 3rd Vice Presidents; Adjutant; Treasurer; and five Service Directors (one each from the Army, Marine Corps, Navy, Air Force, and Coast Guard when candidates are available) shall be in accordance with Article IX of the Bylaws. Elections to fill existing vacancies will be conducted annually during the National Convention and the elected officers will assume office immediately upon adjournment of the convention.

Compensation. Officers shall not receive compensation for their services, but may be reimbursed for incidental and necessary expenses incurred in the performance of their official duties. They may also receive reimbursement (or advance payment) for “travel” costs and a per diem allowance for food and lodging when authorized or directed to perform duties for the National Association.

Order of Succession. The order of succession shall be the order in which officers are listed in A-1 above, excluding directors. If none of the designated successors are available or refuse to assume the Presidency, a President Pro tem will be elected by the National Executive Council and shall serve until the next annual convention. If a Vice-President assumes the Presidency, all other Vice-Presidents shall move up in succession and the NEC shall elect a third Vice-President Pro tem. Vacancies in all other elective positions shall be filled for the remainder of their term by the NEC. And shall have the same rights and privileges as if convention delegates had elected them.

Resignation. Any member of the National Executive Council may resign by giving written or verbal notice to the National President or Adjutant, and such resignation shall become effective upon receipt or the date specified. Resignation or removal from office shall not nullify any actions for or against an officer.

Section B. Duties.

In addition to the duties prescribed below, all officers shall perform the duties inherent to their positions or the President, the NEC, or the adopted parliamentary authority may prescribe. As the governing body of AFE9A between National conventions, all elected officers must frequently participate in the decision making process and must maintain frequent contact with the National President and NEC. Failure to do so may result in removal from office as provided in Section C below. General duties of elected officers shall include, but not be limited to the following:

1. **President.** The President shall represent the Association in all matters pertaining to its affairs. He shall preside at all membership and National Executive Council meetings, enforce the provisions of the Association Bylaws, and carry out the mandates of the National Executive Council. He shall perform such other duties as are usually

incidental to the office. He may appoint officers as deemed necessary for the orderly execution of Association affairs with such appointments to expire at the end of the appointing President's term of office.

2. **Vice-Presidents.** The Vice-Presidents shall assist the President in the performance of his duties and shall perform such other duties as the President may assign. Each Vice-President shall chair one or more committees; i.e., Membership, Convention, or Chapter Charter, and, in the temporary absence of the President, shall serve in his stead.
3. **Adjutant.** The Adjutant will be responsible for the recording, publishing, distribution, and maintaining a permanent file of the minutes of all NEC and convention meetings. He shall also perform such other duties as the President or NEC may assign.
4. **Treasurer.** The Treasurer shall be responsible for the financial affairs of the Association. He shall be responsible for the prompt payment of all obligations against the Association, the accounting of all Association monies received and disbursed, the maintenance of accounting books and other records as directed by the NEC and quarterly financial reporting to the Association membership. He may also provide recommendations to the NEC on investment possibilities. He will serve as Chairman of the Finance and Budget Committee and perform such other duties as are usually incidental to the office.
5. **Directors.** Directors shall represent members of their respective branches of the Armed Forces including contacting the top enlisted NCO of their respected branch of service inviting them to be a member of the AFE9A with invitations to attend our conventions and other events as may take place. The Directors shall be responsible for providing advice and assistance on all matters affecting the Association. They may be responsible for chairing and managing and directing such programs and activities as may be assigned by the President or NEC, irrespective of their service affiliation.
6. **Region Coordinators.** Region Coordinators as described in Article IV, Section A. 2. b. above, shall provide information and guidance to groups of eligible members and non-members who wish to charter a new chapter. As a group, coordinators shall constitute the Chapter Charter Committee to be chaired by a Vice-President. The NEC will provide information, guidance, and necessary financial support (when funds are available).

Section C. Removal of Elected Officers.

1. Any elected officer of the Association may be removed from office by majority vote at a membership meeting (convention) and shall be removed without a vote when membership dues are in arrears.
2. Any elected officer may be temporarily removed by majority vote of the NEC and may be permanently removed by the NEC when an investigation reveals that removal is in the best interest of AFE9A.
3. Any elected officer, who fails to maintain communications with National Headquarters on a quarterly basis, may be removed by majority vote of the NEC, without further notice to the officer concerned.

Section D. Appointed Officers.

The President shall appoint officers indicated below whose terms of office shall coincide with that of the President unless an appointee resigns or is relieved by the President or the NEC. The President may also appoint a Sergeant-at-Arms to maintain order and perform other duties during an annual convention. Appointed officers may attend NEC meetings, but shall not have voting rights at NEC meetings. Appointed officers shall not be relieved for missing NEC meetings unless absent from two or more meetings at which AFE9A funds were available and offered for attendance. This section applies only to officers appointed to Non-Elective positions.

1. **Quartermaster.** The Quartermaster under the direction of the National Executive Council whether obtained through donation or purchase, will manage all tangible and real property of AFE9A, other than money or securities. The Quartermaster shall, as approved by the NEC, establish procedures and records as required for the safeguarding and accountability of Association assets. [He shall be responsible for the procurement and sale of all items bearing the distinctive logo and name of the Association. He will also serve as member of the Bylaws Committee.

2. **Judge Advocate.** The Judge Advocate shall be the legal advisor to the NEC and is empowered to employ competent legal counsel upon approval by the NEC. He shall review minutes of the meetings and recommended amendments to the Bylaws and provide recommendations to the NEC as necessary.
3. **Service Officer.** The Service Officer shall serve as the Sergeant-at-Arms during the Association general membership meetings. He shall be the custodian of the National Colors, Association flags, and other heraldry items of the Association and will ensure they are properly displayed during meetings or other occasions as required. He will be responsible for establishing, equipping and training honor and color guards representing the Association. He shall be the coordination point of contact between the Association and other veteran organizations for participation in joint ceremonies. He will serve as a member of the Benevolence and Welfare Committee.
4. **Chaplain.** The Chaplain shall be responsible for rendering the invocation and benediction at all regularly scheduled or special called meeting of the Association and other Association events as may be deemed appropriate. He shall plan and conduct a memorial service at the annual National Convention to honor all members who passed away during the year since the last convention. He shall advise the NEC of the death, illness or distress of any member and will provide flowers or cards as appropriate from National funds allocated for that purpose. He shall serve as the chairman of the Benevolence and Welfare Committee.
5. **Historian.** The Historian shall be responsible for maintaining custody of all historical records, documents, and memorabilia by the Association during his term of office. He will compile from these records or other authentic sources a written historical narrative of the history of the Association and its activities and accomplishment during his term and provide it to the NEC no later than 30 days following the termination of his term of office.
6. **Parliamentarian.** The Parliamentarian shall provide advice and assistance to the National President and National Executive Council to ensure that meetings are conducted in accordance with National Bylaws and the adopted parliamentary authority. He shall also provide guidance and assistance to the chapters in the formulation and/or amendment of chapter bylaws and shall review all chapter bylaws.

ARTICLE VII. COMMITTEES

Section A. Standing Committees.

The National President shall appoint the Chairman of all standing committees. The Chairman shall appoint all other committee members unless otherwise prescribed herein. Committees shall normally consist of a minimum of three members. In addition to the duties prescribed below, or as may be assigned by the President or NEC, all committees will act in an advisory capacity to the NEC and will present reports as appropriate.

1. **Budget and Finance Committee.** The National Treasurer shall serve as Chairman. The committee will be responsible for making a continuous study of the financial affairs of the Association and shall prepare and submit to the National Executive Council a proposed budget for the ensuing year. The committee will study and make recommendations to the NEC for the use and investment of Association funds. No member of this committee shall serve on the Audit Committee appointed to examine the Association's financial records during any period of his time of service on the committee.
2. **Membership Committee.** A National Vice President shall serve as Chairman and the National Adjutant shall serve as a member. The committee shall be responsible for recommending to the National Executive Council plans or programs to promote recruitment and retention of members in the Association. Members of the committee will administer such plans and programs as the NEC may direct. The chairman and regional coordinators may appoint any member as state ambassador to help in recruiting in their designated state.
3. **Bylaws Committee.** The National Judge Advocated and National Parliamentarian shall serve as members of this committee. The committee shall review all proposed changes to the bylaws (including its own proposals) and shall recommend approval, disapproval, or modification to the National Executive Council. Once the NEC approves a proposed amendment, it will appear on the absentee ballot in the approved form and may not be further amended by delegates to the Convention. As provided for in Robert's Rules of Order, the committee may, with the approval of the President, make corrections in composition, grammar, punctuation, cross-references, and such other nonconforming changes as may be necessary as long as the intent of the bylaws is not changed. The

committee shall also present the Special Rules of Order for delegate approval before any convention business is conducted.

4. **Benevolence and Welfare Committee.** The National Chaplain shall serve as Chairman and National Service Officer shall serve as member. The committee shall keep the National Executive Council advised on all matters concerning the health and welfare of Association members who are known to be in the hospital, confined to home due to illness, or otherwise in need of assistance. The committee will provide recommendations to the NEC concerning assistance to spouses and orphans of deceased members or to our less fortunate comrades and will arrange for appropriate condolences to bereave families. The committee will also screen all requests for donations of Association funds to other patriotic, educational, or benevolent causes and provide recommendations for approval/disapproval to the NEC. Prior to the annual Christmas season, this committee will formulate plans and provide recommendations to the NEC for Association participation in local charitable drives for needy families.
5. **Chapter Charter Committee.** This committee, consisting of all Region Coordinators (Article V, Section A. 1. and Article VI, Section B. 6.), shall be chaired by one of the National Vice-Presidents. The committee shall strive to organize groups of eligible members into chapters. Close coordination with the Membership and Bylaws Committees and the director whose branch of service is predominant in the area is required in order to ensure that proper assistance is given to a prospective or newly formed chapter.
6. **Government Affairs Committee.** This committee shall formulate an AFE9A National Legislative Program, keep the membership informed of pending legislation, and encourage members to communicate with their elected officials on matters of importance to all military. The committee shall also solicit proposed resolutions of importance to the membership and shall present recommended proposals to the National Executive Council and convention delegates for adoption.
7. **Convention Committee.** This committee shall be responsible for the overall planning, administering, and managing of the National Convention to include travel, lodging, meals, programs, and activities (other than the actual conduct of business meetings). It shall prepare a schedule of all activities (commonly called a "Convention Program/Agenda") for the conduct of all business and events will present it to the convention delegates for approval before any business is conducted. A Vice-President will normally chair the committee. And the Region Coordinator or a Chapter President will normally serve as a member. Reasonable Committee and convention expenses shall be the responsibility of the AFE9A.

Section B. Special Committees.

The National President or the National Executive Council may appoint special committees when deemed necessary for proper administration of association affairs. As a minimum, the President shall appoint a Credentials Committee at least 6 months prior to the annual National Convention. The committee chairman shall make a report to convention delegates before any business is conducted and at such other times as may be necessary. The National Executive Council will appoint a Nominating Committee of three or more members and the President shall not be a committee member (ex-officio or otherwise). These committees may be appointed as early as the Post-Convention National Executive Council meeting.

ARTICLE VIII. FINANCIAL MANAGEMENT

Section A. Authority.

The National Executive Council shall have authority over all National Association financial transactions. The fiscal year for the Association accounts shall coincide with the calendar year (January 1 through December 31). No individual member of the Association or the National Executive Council shall commit, expend, or encumber funds of AFE9A; acquire or commit to the acquisition or purchase of any property; or dispose, sell, or encumber any property in the name of or on behalf of the National Association unless specifically approved by the majority vote of the National Executive Council.

Section B. Control and Accountability.

1. **The National Treasurer will be the Chief Financial Officer for the Association under the direction of the National Executive Council. He shall be responsible for maintaining accurate financial records, accounting for all funds received and disbursed, and promptly paying all obligations against the Association.**
2. **All monies raised from a particular function as described by public law, or donated to the Association from whatever source shall become the property of the National Association and shall be promptly deposited in the Association bank account.**
3. **The National Executive Council shall grant authority to specifically designated officers to conduct Association financial transactions. A minimum of three officers, one being the National Treasurer, will be so designated. Signature authority for the purpose of issuing drafts from Association bank accounts will be as follows:**
 - a. **The signature of two of the three officers will be required for payment of items contained in the approved budget.**
 - b. **The signature of two of the three officers will be required for payment of items not included on the approved budget, but authorized by approval of a majority of the members of the NEC.**
 - c. **The signature of the National Treasurer and the National President, as a minimum, will be required on any loan agreement as approved by a majority vote of the National Executive Council.**
4. **A fidelity bond will be purchased at National Association expense to cover the three officers having signature authority for the Association.**

Section C. Budget.

1. **The National Budget and Finance Committee shall submit a proposed annual budget to the National Executive Council no later than 15 September covering the ensuing fiscal year starting 1 January. The NEC may add, delete, or change items on the proposed budget by majority vote and will adopt an approved budget no later than 1 December.**
2. **The NEC may authorize amendments to the approved budget upon approval of a majority vote.**
3. **The National Treasurer shall make no expenditures for items not contained on the approved budget unless specifically authorized by the National Executive Council.**
4. **The approved budget will include a petty cash fund in the amount of one hundred dollars (\$100.00) for use by the National Adjutant in payment of minor administrative expenses. The NEC may adjust the amount contained in the petty cash fund periodically as dictated by expenses incurred upon request by the Adjutant and approval. The petty cash fund will be reconciled monthly with the National Treasurer and expended funds will be replenished at that time.**
5. **The National Treasurer will obtain receipts for all financial transactions, major and minor, and maintained as a permanent record. If a receipt is not available, a statement detailing the date, nature, and amount of the expenditure will be signed by the individual making the transaction and delivered to the National Treasurer.**
6. **Any shortage or overage of funds disclosed during account reconciliation's will be brought to the attention of the National Executive Council by the National Treasurer for resolution.**

Section D. Financial Reports.

1. **The National Treasurer and the Treasurer of each chapter shall prepare and submit to the NEC annual financial statements. The statements shall include, as a minimum:**

All funds currently on hand and deposited in financial institutions.

Monies due and payable and from what source, and monies owed, to whom, and for what purpose.

Monies received, their source and monies disbursed, to whom and for what purpose.

2. Initial financial statements from newly elected National Treasurers and/or newly chartered chapters will contain a listing of all unit assets including, but not limited to, real property, stock and bonds, and supplies. Unit members having custody of unit assets will provide an accounting to the Treasurer on a quarterly basis. The list of assets will be updated on each subsequent quarterly financial statement.
3. After review and approval by the National Executive Council, copies of the financial statements will be made available upon request to any member of the Association.
4. The National Quartermaster shall prepare and submit to the National Executive Council a quarterly financial statement which includes as a minimum, monies collected from item sales, monies disbursed to purchase items, and inventory and monetary value of items currently on hand and available for resale.

Section E. Discontinuance

In the event of discontinuance of Armed Forces E9 Association, the National Treasurer and National Quartermaster will cause the Association assets to be transferred to the State of Texas, to the United States, or to an educational, religious, charitable or similar organization that is qualified for exemption under Section 501(c) (19), Internal Revenue Code, as currently amended.

Section F. Annual Audit.

In January of each year, the National Association will employ a professional and reputable auditor to audit the Association financial records for the preceding year ending 31 December. Monies for this purpose will be included in the annual approved budget.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section A. Nominating Procedures.

Nominating Committee, appointed in accordance with Article VII, Section B, shall solicit association members to serve as AFE9A National Officers and shall publish the names of those who submit candidate resumes within the announced time frame. No member shall have his name placed in nomination without his consent and no member shall be elected concurrently to more than one AFE9A national elective office.

1. Any member in good standing who wishes to have his name placed in nomination must submit a Candidate Resume Form to National Headquarters by certified mail no later than February 1. The names of candidates who submit resumes will be placed on an election ballot, which will appear in the March issue of The Dispatch. Resume Forms are available at each chapter and at AFE9A Headquarters.
2. A member in good standing who has not submitted a Candidate Resume Form may be elected only by "write in" vote providing written consent to serve (if elected), has been received at National Headquarters no later than the first day of the convention month in the year of the election.
3. Nominations from the floor of the Convention will not be accepted since it would exclude absentees from voting. Candidates on the absentee ballot who are present at the Convention shall be given 3 minutes each to state their qualifications and reasons for seeking office. Presidential candidates will be given 5 minutes each.
4. If a member of the Nominating Committee becomes a candidate for election, as prescribed in Section A. 2. above, he or she will be excused from serving as a teller during the counting of the ballots.

Section B: Election Procedures.

When vacancies will exist in any elective office of the AFE9A, elections will be held during the annual national convention when candidates comply with Section A, above. The elective offices and the order in which candidates are listed on the ballot (when applicable) shall be: President, 1st, 2nd, and 3rd Vice-Presidents, Adjutant, Treasurer, and five directors (one each from the Army, Marines, Navy, Air Force, and Coast Guard when candidates are available).

Directors may be listed in any order. The number of directors to be elected will depend upon the availability of candidates from each of the military services.

All officers (including directors) shall be elected for a period of 2 years and shall serve for 2 years or until their successors are elected. Voting will be by secret ballot.

The voting body shall be as prescribed in Article X, Section D. 4. Voting shall be by single ballot, which will contain the names of all candidates who have submitted resumes. In the event of a tie vote, the accredited delegates to the convention will break the tie by run-off elections.

The nominating committee and such other members as the President may appoint shall serve as tellers to prepare, distribute, and collect ballots and count votes. When all votes have been counted, the head teller (normally the chairman of the nominating committee) will record the votes on the Teller's Report and address the Chair to read the report (without announcing the results) and hand the report to the President.

The President will review the Teller's Report and announce the results to the assembly.

The Teller's Report will be retained with the minutes at National Headquarters. After the ballots are counted, they will be placed into a sealed envelope and delivered to the President. If there is no call for a recount prior to adjournment, the ballots will be destroyed at that time.

The final business of the convention shall be the administering of the oath of office to all newly elected officers (unless an installation banquet has been scheduled for that purpose). An installation ceremony, whether attended or not, does not affect the time at which office is assumed. Officers shall assume their duties immediately upon adjournment of the convention. The oath of office is as follows:

"I, (state name), having been elected (or appointed) to the office of (state name of office), do hereby agree to execute my office to the best of my ability; to defend the principles of democracy; and to uphold the ideals and traditions of this Association, so help me God."

ARTICLE X. NATIONAL CONVENTION

Section A. General.

The National Convention shall be financed and managed by the AFE9A. When a chapter is located near the convention site, it may be asked to assist in the planning, coordination, and conduct of the convention. The Chairman of the Convention Planning Committee (normally a Vice President) shall submit a proposed convention plan and tentative agenda to the National Executive Council at least 10 days prior to the mid-winter NEC meeting. The Chairman will encourage chapters to vie for "Host Chapter" for future conventions and to make presentations before the delegates for their consideration.

Section B. Meetings.

Annual Sessions. An annual session (convention) of the general membership shall normally be held each year during the month of May at a location approved by the delegates present at a previous convention.

Special Sessions. A special session of the general membership may be called only when matters that require special attention are so urgent that delaying until the next annual session might cause irreparable harm. A special session may be called only by two-thirds vote of the National Executive Council or by petition signed by one-tenth of the AFE9A membership entitled to vote.

- 3. Conduct of Business.** Preliminary ceremonies may precede the business session but no business shall be conducted until the assemble officially forms itself into a single voting body. This is done by separate consideration and adoption of the Credential Committee Report (by majority vote), Convention Rules of Order (by two-thirds vote), and approval of the agenda/program (by majority vote).

Section C. Official Call.

The official call (notice) of the annual National Convention, giving date, place and other data required by these bylaws shall be published in the March Issue of THE DISPATCH. The March issue will also contain a Convention Registration Form, Resume of Candidates for Elective Office, a MAL Absentee Ballot and proposed amendments to the bylaws that have been recommended by the NEC.

Section D. Delegates

1. Delegate Authorization

a. **Chapter Members.** All chapter members attending the Convention will be authorized delegates for their Chapter. However, the number of votes a Chapter has will depend on the number of members in the chapter as on 1 January of that year. Chapters of 150 members or less will have six votes and thereafter Chapters will be authorized one additional vote for each 25 members in the Chapter. (Example: A Chapter with 250 members would be authorized 10 votes and a Chapter with 240 members would be authorized 9 votes.) Chapter presidents will vote as members of the National Executive Council but will be counted when figuring the number of members in a Chapter.

b. **Members-at-Large (MALs).** Each MAL not in attendance at the convention shall have the right to cast one absentee ballot on proposed amendments to the National Bylaws and election of National Officers. Votes resulting from absentee ballots will be cast by the Head Teller on the same basis as chapter votes; i.e., one vote per 25 MALs. MALs in attendance will be considered MAL delegates and may complete an absentee ballot on the floor of the convention, provided they have not previously mailed one.

c. **Exceptions.** There are no exceptions.

2. Delegate List.

Each Chapter president will appoint a chief delegate and report that name, as well as, the names of the delegates, to the AFE9A at least 30 days prior to the opening date of the convention. The Chapter Delegate Registration Form will be used for registration, and changes will be reported as they occur.

3. Delegate Registration.

Upon arrival at the Convention site, the governing body, chapter delegates and past national presidents will register themselves with the Credentials Committee. Any delegate fees not paid in advance will be collected at the Registration Desk. The committee will verify that all delegates, governing body members and past national presidents are members entitled to vote are AFE9A members and will annotate delegate lists to reflect verification. The Credentials Committee Report and Roll Call Tally Sheet will be prepared from registration lists and reported to the assembly. Chapter chief delegates will report any change to the Credentials Committee as they occur. An Identification Name Tag and any documents (such as the agenda and proposed changes to the bylaws) will be provided to delegates upon registration.

4. Voting Body. The voting body on the floor of the National Convention shall be as follows:

a. Chapter delegates (The chapter votes will be announced by the chapter's chief delegate, see 4.b. below.)

b. Elected and appointed members of the National Executive Council. If a chapter president is on the NEC and no other chapter member is present, he may decline to vote as an NEC member and be the chief delegate for the chapter.

5. Proxy Voting. Deleted.

6. Absentee Ballots.

An absentee ballot will be published annually in the March issue of THE DISPATCH. When applicable, it will contain a list of candidates for National office, proposed changes to the

National Bylaws, marking and mailing instructions, and a statement substantially as follows: “I UNDERSTAND THAT DELEGATES TO THE National Convention shall have full authority to transact all other AFE9A business that may properly come before the National Convention assembly.” Ballots must be postmarked no later than 19 April. Only the Head Teller will open ballots at the National Convention Site. The Tellers will tabulate and convert absentee ballots into votes in accordance with 1.b. above, and will add these votes to votes cast by the voting body described in paragraph 4 above. The Head Teller will present the Tally Sheet and all absentee ballots to the President who will announce the results. If there is no call for a recount prior to adjournment the ballots may be destroyed at that time.

7. Tabulating and Casting Votes.

To equalize the value of absentee and chapter votes, all votes will be based on the number of members in a chapter or MALs present as described in paragraphs 1. a. and 1. b.

8. Quorum.

A quorum at any meeting of the assembly shall be a majority of the delegates who are registered and the elected members of the National Executive Council.

ARTICLE XI. RULES OF ORDER

Section A. Meetings.

Robert’s Rules of Order (revised) will govern all meetings of the National Association and its Chapters. The ruling of the presiding officer on a point of order will be final and binding on the meeting unless overruled by a vote of three-fourths of the eligible voting members present and voting.

Section B. Order of Business.

1. Membership meetings of the Association and its Chapters will be conducted in the following order:

Open meeting (Invocation-Pledge of Allegiance).

Read and approve/amend and approve the minutes of the previous meeting.

Officer, board and standing committee reports.

d. Special committee reports.

e. Unfinished business.

f. New business.

g. Programs.

h. Good of the Order.

i. Closing (Benediction)

2. Special meetings called in accordance with the Bylaws will be conducted in the following order:

Reading of the Call for Special Meeting.

Business for which meeting was called.

Appointment of committee (if applicable).

ARTICLE XII. AFE9A NATIONAL AUXILIARY

(Hereafter referred to as AFE9A National Auxiliary)

Section A. Membership.

- 1. Membership in the National Auxiliary or its Chapters shall be open to the spouses of AFE9A members and of any person eligible for membership in the AFE9A, and to the widows of deceased persons who, at the time of their death, were either member or eligible to be members of the AFE9A.**
- 2. The National Auxiliary shall have the authority to establish an honorary class of membership. Such honorary members shall not be entitled to hold office or to vote on the affairs of the Auxiliary.**

Section B. Chapters.

- 1. The National Auxiliary shall be chartered by the AFE9A and shall have the authority to form and charter its own chapters.**
- 2. The National Auxiliary shall establish policy and procedures for charter applications that will conform, except for membership qualifications, to the provisions of these bylaws. Such policy and procedures will include provisions for the suspension or revocation of chapter charters.**

Section C. Bylaws.

- 1. The National Auxiliary shall publish their own bylaws; subject to the review and approval of the National Executive Council. The Bylaws shall not contain any requirements contrary to law or AFE9A Bylaws.**
- 2. Chapters chartered by the National Auxiliary will be required to publish local Bylaws that conform to National Auxiliary Bylaws and will provide copies of the chapter Bylaws to the National Auxiliary for review and approval.**

Section D. Dues.

The National Auxiliary shall have the authority to establish its own dues and may authorize chapters to collect dues. The National Auxiliary shall not be required to remit any portion of their membership dues to the AFE9A.

Section E. Financial Responsibility.

The National Auxiliary shall promulgate policies and procedures to establish and maintain sound fiscal responsibility for all funds and property. The National Auxiliary financial accounting books may be subject to audit by the AFE9A for just cause as determined by the National Executive Council and the National Auxiliary Board of Officer.

ARTICLE XIII. NONPARTISANSHIP

Section A. Use of Name.

AFE9A is nonsectarian and nonpolitical, and the name of the AFE9A shall not be used in representing the opinions, desires, or wishes of the membership in any political, sectarian, or labor dispute except as provided in Section B of this Article. However, nothing in this section shall prevent the AFE9A for any chapter thereof from participating in political issues, which have a direct bearing on the welfare of the AFE9A or its members. The Name and Logo of AFE9A, is Registered and Copyrighted. Written permission is required from the National Headquarters for usage other than normal expected usage.

Section B. Endorsements.

No member of AFE9A or Auxiliary will appear before any legislative body to speak in the name of the AFE9A, Auxiliary, or Chapter thereof, as endorsing or opposing any legislation, unless that member has been authorized to speak in the name of the AFE9A with the unanimous approval of the National Executive Council. No legislation or governmental action shall be sponsored, endorsed, or supported by any member while acting in the capacity of an

officer of the AFE9A, AFE9A Auxiliary, or Chapters, on behalf of or in the name of the AFE9A, unless such sponsorship, endorsement, or support has the unanimous approval of the National Executive Council.

ARTICLE XIV. INDEMNIFICATION

AFE9A shall indemnify all its officers, past and present, and all employees, agents or other persons who, at its request, have preformed or are performing official duties at the national level and as a result, are subject to possible personal liability. Indemnification shall be against all losses, expenses or liabilities incurred as a result of such duties EXCEPT for breach of duty or loyalty, acts or omissions not in good faith or which involve willful or intentional misconduct or knowing violation of the law, and any transactions in which such person derives an improper or personal benefit.

ARTICLE XV. AMENDMENTS

These Bylaws may be amended by two-thirds affirmative vote at any National Convention. Proposed changes must be submitted to National Headquarters no later than 15 December annually. Notice of proposed changes recommended by the National Executive Council at the Mid-Winter Meeting will be given to delegates in writing; printed on MAL Absentee Ballots; and distributed in THE DISPATCH at least 45 days prior to the convention. Adopted amendments must not be inconsistent with the laws of the State of Texas. The National President is authorized to make corrections in composition, grammar, punctuation's, cross-references and such other technical and conforming changes as may be necessary to clarify and reflect the intent of convention delegates as long as the meaning itself is not changed.

(Amended and adopted at AFE9A National Convention, 25 April 2009)