CONSTITUTION

# **ARTICLE I – NAME\***

**The name of this Chapter shall be North Central Minnesota Chapter # 7, Department of Minnesota, Disabled American Veterans, and (DAV) INC.**

# **ARTICLE II - PURPOSE**

# **The purpose of this Chapter is to build better lives for all of our nation's disabled veterans and their families and, in furtherance of that purpose, to support the programs of the Disabled American Veterans as provided in the National Constitution and Bylaws and Regulations of the National Executive committee.**

# **ARTICLE III - MEMBERSHIP**

# **Membership in this Chapter shall conform to the requirements as set forth in the National Constitution and Bylaws. There shall be no associate, special or honorary memberships in this Chapter. (See Article 9 section 11.3)**

# **ARTICLE IV - ADMINISTRATION**

# **Section 1: The administrative affairs of this Chapter shall be vested in the Chapter Executive Committee in emergencies only. Other actions of the Chapter Executive Committee must be ratified by a majority vote of those Chapter members present and voting at the next regular Chapter meeting.**

**Section 2: The Chapter Executive Committee (See articles 3: page 2 these bylaws) shall be composed of the Commander, Senior Vice Commander, 1st Junior Vice Commander, Treasurer, Judge Advocate and three (3) to five (5) other elected Committee members from two-thirds (2/3) of members present . Adjutant for record keeping only, in case of a tie Executive Chairman will vote only to break tie.**

**Section 3: At the time specified in the Chapter Bylaws, (See article 4-Officers these bylaws) the Chapter may elect annually a Commander, Senior Vice Commander, and a Junior Vice Commander. The Commander, with the approval of the Chapter, as may be necessary to operate the Chapter may appoint such other officers. Neither the Chapter Commander nor any Chapter Vice Commanders may serve as Chapter Adjutant or Treasurer.**

# **ARTICLE V - EXECUTIVE**

# **The executive power of this Chapter shall be vested in the Chapter Commander.**

# **ARTICLE VI – AUXILIARY**

**This Chapter recognizes a DAV Auxiliary, subject to such supervision as conforms to the National and State Department Constitution and Bylaws of both organizations. This Chapter shall also recognize the National Order of Trench Rats as an Auxiliary. (See National Bylaws Article 5 section VII)**

**ARTICLE VII - AMENDMENTS**

**This constitution may be amended (see Article II section I Miscellaneous these Bylaws) at any meeting by a vote of two/thirds 2/3) of those members in good standing present and voting; any proposed changes to bylaws (exception being which must be acted on at once) will be kept in file by Adjutant until next odd year where they will then be discussed by Bylaw Committee, all changes must be approved by State Department and National Judge Advocates,**

CONSTITUTION (CONT.)

**and effective only after date of said approval, provided that any such amendment is read at two (2) consecutive meetings and that all Chapter members in good standing *were notified by newsletter prior to each meeting*.**

**BYLAWS**

**ARTICLE 1 - ORGANIZATION**

**Section 1: This Chapter recognizes the National Organization known as Disabled American Veterans, Incorporated by Act of Congress, and affirms its allegiance, and subordination to the Nation Organization, it’s 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, Paragraphs 5 and 6, of the National Bylaws).**

**Section 2: The governing body of this Chapter shall be the Chapter in session, except as otherwise provided in this Constitution and Bylaws.**

**Section 3: Minutes of the meetings of the Chapter, including the Chapter Executive Committee, shall be kept by the Adjutant and be available for inspection by any Chapter member, after requesting such through Executive Committee.**

**Section 4:. The initials “DAV”, whenever used in this Constitution, refer to “Disabled American Veterans”.**

**ARTICLE 2 - CHARTER**

**The Charter of this Chapter, issued by the National Executive Committee, is its authority to function and shall be displayed behind the Commander's station at all regular meetings. A copy of this Constitution and Bylaws shall be properly affixed to the back of the framed Charter to prevent its loss and in order that it may always be available for reference.**

**ARTICLE 3 - EXECUTIVE COMMITTE**

**Section 1: Whenever this Chapter has thirty (30) or more members for three (3) consecutive months, the Chapter shall set a time, at a regular meeting to be held not more than 30 days thereafter, at which an Executive Committee shall be elected to hold office until the next annual election and thereafter shall elect an Executive Committee, at each annual election, until such Committee shall be dispensed with by a Two-Thirds (2/3) vote of the Chapter members present.**

**Section 2: The executive committee shall be composed of the Commander, Senior Vice Commander Junior Vice Commander, the Treasurer, Judge Advocate, Adjutant (for record keeping only) and three (3) to five (5) chapter Executive Committee members, the latter to be elected from Chapter members in good standing, as above provided, and in accordance with “Nominations and Election” and three to five such committee members shall be elected thereafter at each annual Chapter election. The committee shall elect its own chairman from the membership, who shall not be the commander. None of the three (3) to five (5) Chapter Executive Committee members shall hold other elective office in this Chapter. The Chairman only votes to break a tie. (This chairman will always assure Chapter Commander is aware of all Executive Committee activity and actions should the commander not be present at a meeting)**

**ARTICLE 3 EXECUTIVE COMMITTEE (CONT.)**

**Section 3: After an Executive Committee has been elected, and so long as it continues to function, no expenditures shall be voted upon or authorized by the Chapter in excess of $500.00, unless first referred to the Executive Committee for its recommendations, unless by two-thirds (2/3) vote by Chapter members present at meeting expenditures voted on. (Exception Article 14 section 8 a, b, c, / 9/ 10and 15 these bylaws)**

**Section 4: All fund-raising projects and all agreements and resulting contracts must be referred to the Executive Committee for its recommendations before being acted upon by the Chapter members present at meeting. (All contracts must be approved by State Executive Committee and National Executive Committee before they can be put in place).**

**Section 5: The Executive Committee shall make recommendations for the Chapter, from time to time, which it believes will have benefits for the Chapter.**

**Section 6: This Committee shall also act, as Resolution Committee, and the Chapter shall adopt no resolution unless first submitted to the Executive Committee for its recommendations, except by a two thirds (2/3) affirmative vote by members present at meeting where resolution is presented.**

**Section 7: In the event this Committee fails to make recommendations upon any matter referred to it, within one month of Executive review, the Chapter, by majority vote of members present may act upon such matter without receiving the recommendations of the Committee.**

**Section 8: The Adjutant shall record the minutes of each meeting of the Executive Committee. And report only the items that need action at the next regular Chapter meeting. The approval of the minutes, by the Chapter, shall constitute an approval of the recommendations and actions taken by the Executive Committee as reported in such report. When the report is read, any Chapter member may request that any part of, the report may be discussed or voted upon separately.**

**Section 9: The Executive Committee shall hold one regular meeting each month called by the Chairman, and may hold special meetings upon call of the Chairman or the Commander, or any three (3) members who may request the same, in writing. Notice of the time and place of each special meeting shall be given in writing or electronically conveyed to each member of the Committee not less than 48 hours prior to the holding thereof except with the unanimous consent of all members of the Committee. A majority of the members of the Committee shall constitute a quorum.**

**Section 10: Any one or more of the three (3) to five (5) Chapters elected Executive Committeemen may be removed from office if they miss three unexcused meetings in a row.**

**Section 11: Executive meeting dates, time and location shall be determined by a majority vote of the Executive Committee in session.**

**Section12: One of the purposes for the creation and continuance of the Executive Committee shall be to provide a means for the discussion of routine and other business affairs of the Chapter and to make recommendations of desired actions to reduce the time which might otherwise be consumed during Chapter meetings and thus assist in streamlining Chapter meetings and provide for earlier adjournment and time for entertainment and social activities. Leaving in the hands of the Chapter, the sole power to approve or disapprove such recommendations, or to act, in whole or in part, contrary thereto, the Chapter to retain the final right or actions.**

**Section 13: Appointed officers, Committee chairmen and other Chapter members may attend the Chapter Executive Committee meetings, but without the right to vote.**

**ARTICLE 3 - EXECUTIVE COMMITTEE (CONT.)**

**Section 14: The Chapter Executive Committee may act for the Chapter only in emergencies. At all other times shall recommend courses of action to the Chapter in session.**

**ARTICLE 4-OFFICERS**

**Section 1: The chapter shall elect annually a Commander, Senior Vice Commander, and Junior Vice Commanders as needed. Neither the Chapter Commander nor any vice commander may serve as Chapter Adjutant or Treasurer.**

**Section 2: The Commander with the approval of the Chapter Executive Committee shall appoint the following Officers see (Article 13 Section 1 Para1) as well as Chapter Committees, with the exception of the Executive nominating committee which shall be elected by two-thirds (2/3) of members present and in good standing.**

**Section 3: Such other officers as may be necessary to operate the Chapter may be appointed by the Commander, with the approval of the Chapter.**

**Section 4: A Chapter officer report shall be submitted to the State Department andNational Organization within ten (10) days after the installation of newly elected or appointed Chapter officers or in the event of any subsequent change in the Chapter officers during the membership year (Adjutant or Commander).**

**Section 5: There shall be no voting by proxy or voting by absentee ballot.**

**Section 6: The Commander shall be the presiding officer at all Chapter meetings and, in the Commanders absence; the duty will fall to the next highest officer in line of succession who is present.**

**Section 7: The Senior Vice Commander shall be the Membership Chairman and as such is responsible for campaigns to increase membership. (Using membership form from National) as well as transfer listed above. The Senior Vice Commander will work very closely with Adjutant and Commander to keep membership updated.**

**Section 8: The Treasurer shall keep an accurate record of all monies received and disbursed and shall deposit any monies received as soon as possible. The Treasurer shall make a report on Chapter finances at each meeting and records shall be open to any member in good standing when a request is made in writing through the Executive Committee. An annual financial report, in accordance with the requirements of the National Bylaws, shall be submitted to the State Department and National Organization within ninety (90) days; after the close of the accounting year of the Chapter. (See Article 10 section 3 these bylaws).**

**Section 9: Upon election or appointment, and installation of the successor to any such Chapter office, all Chapter property in his or her predecessor's possession shall be surrendered to the newly installed officer.**

**Section 10: The Treasurer, Adjutant, and Commander will be paid $500.00 each at the completion of each year of service.**

**ARTICLE 5 - QUALIFICATIONS**

**Section 1: Any person who is a member in good standing of this Chapter shall be eligible to any elective or appointive office in this Chapter, except as otherwise provided in this Constitution and Bylaws.**

**ARTICLE 6 TENURE OF OFFICE**

**Section 1: Officers for the Chapter shall be nominated during the January meeting and again immediately prior to the February election meeting (Weather permitting).**

**Section 2: Elected and appointed officers shall be installed at March meeting, within thirty (30) days of their election or appointment. They shall serve for one (1) year or until newly elected or appointed officers have been installed (weather permitting).**

**Section 3, Para.1: Unexcused absence of any officer from three (3) consecutive meetings shall be cause for consideration of removal and the Commander is empowered to appoint a Chapter member to serve the unexpired term, with the approval of the two-thirds (2/3) of those Chapter members present and voting at a regularly scheduled meeting.**

**Section 3, Para.2: In the event the office of Commander shall be vacated for any reason, the Senior- Vice Commander shall be elevated to Commander, 1st Junior Vice Commander to Senior Vice Commander (Article 13 Section 4 of the bylaws) and the vacancy filled as outline in (Section 3, Para.1 of this section).**

**Section 3, Para. 3: It shall require a majority of vote of those Chapter members (in good standing) present and voting to elect a candidate for any Chapter office. It shall require a majority of votes cast to elect delegates or alternates to a State or National Convention. However, if there are fewer delegates and alternates than the number the Chapter is entitled, then all such candidates nominated for delegate or alternate shall be declared elected.**

**ARTICLE 7 - MEMBERSHIP**

**Section 1: No new applicant shall be denied Chapter membership if they meet the eligibility requirements as set forth in the National Constitution and Bylaws. (See Article 11, Section 1, 2, 3 and Para. 1 and 2, Sections 5, 6, and 7 of National Bylaws).**

**Section 2: Only members of the Chapter in good standing are eligible to vote on any motion or at any election.**

**Section 3: Members of other Chapters may secure a transfer of membership to this Chapter, with the approval of two thirds (2/3) of the membership of this Chapter present at a regular meeting. (form #901310)**

**ARTICLE 8 – FINANCES**

**Section 1: The Treasurer, Commander or Adjutant shall deposit all monies in the name of the Chapter and shall write on the deposit slip what the deposit is for**

**Section 2: The Treasurer, Commander or Adjutant shall be charged with handling normal finances in the operation of the chapter.**

**Section 3: Membership dues shall be as provided in the National Bylaws.**

**Section 4: Two signatures shall be required on all checks; signature on first line will be Chapter Commander or (if not available), Adjutant, second line will always be the Treasurer's signature.**

**ARTICLE 9 MEETINGS**

**Section 1: Regular Chapter meeting dates, time and location shall be determined by majority vote of the Chapter in session. Order of meetings see official ritual of the DAV page 3- 11)**

**Section 2: The Chapter must hold at least four (4) regular meetings with a quorum present within a membership year. (See rule 1 Order of business of regular meetings below)**

**Section 3: Special meetings of the Chapter may be called by the Commander whenever the Commander may deem it necessary, or when the Commander is requested in writing to do so by four (4) or more Chapter members.**

**Section 4: Rules of Chapter meetings shall be as follows:**

**RULE 1: A quorum shall consist of four (4) members in good standing, of which at least three (3) must be elected and/or appointed Chapter Officers.**

**RULE 2: *Robert's Rule of Order, Revised*, shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws, the Department Constitution and Bylaws or the National Constitution and Bylaws.**

**RULE 3: Discussion of personal grievances will not be in order on the floor unless introduced by the Commander, who shall appoint a Grievance Committee to consider any such matters.**

**Section 4: Rules of Chapter meetings shall be as follows:**

**RULE 4: Matters concerning only an individual member, with respect to their own personal interest, shall not be in order but may be taken before the proper Committee.**

**RULE 5: Voting shall be by voice unless otherwise requested by at least four (4) members except in voting for Officers.**

**ARTICLE 10 - COMMITTEES**

**Section 1: All Chapter committees will meet at the call of the Chairman or the Commander, or as otherwise provided in these Constitution and Bylaw.**

**Section 2: Committees shall consist of not less than three (3) or more than seven (7) members (except as may otherwise be herein provided), including the Chairman. Committees shall be appointed by the Commander, with the approval of the Chapter, with the exception of the Nominating Committee, which shall be elected by the Chapter.**

**Section 3: The Chapter shall have an Audit Committee composed of at least three (3) members of the Chapter, excluding the Commander, Senior Vice Commander, Treasurer, Adjutant and Finance Committee chairman. The Audit Committee shall conduct an annual audit (prior to September 30th of the fiscal year) in accordance with the requirements of the National Bylaws.**

**Section4: The Commander shall appoint as many committees as needed to include; a Clothing Chairman, Equipment Chairman, and Forget-Me- Not Chairman. (Chaplain shall be chairman of hospital committee)**

**ARTICLE 11 - MISCELLANEOUS**

**Section 1: This Constitution / Bylaws shall be amended every 5 years ( i.e. on odd years) the Chapter Commander shall assign a bylaws committee consisting of five members, three (3) Officers and two(2) members in good standing at the October meeting. The Committee will name their Chairperson (which cannot be Commander). The Adjutant will keep records of the changes to bylaws as committee desires; these changes must be completed before December meeting of odd year. The first reading of purposed bylaw changes is read at two (2) consecutive meetings and that all Chapter members in good standing shall be notified by Chapter newsletter for two straight months; notifying members that bylaws have been reviewed by bylaws committee, and that recommended changes will be voted on each month following receipt of newsletter (stating bylaws have been revisited and changes recommended) changes must be approved by a vote of two-thirds (2/3) of those Chapter members present and voting, at both regular Chapter meetings; subject to approval of the Department and National Judge Advocates, and effective only after the date of said approval. (See Article ll of constitution page 2 above for additional changes between committee meeting.)**

**Section 2: All disciplinary actions shall be conducted in accordance with Article 16 of the National Bylaws and applicable Regulations of the National Executive Committee.**

**Section 3: To the extent to which any of the provisions of this Constitution and Bylaws are, or may at any time become, inconsistent or in conflict with the provisions of the Constitution and Bylaws and lawful mandates, decisions and regulations of either the governing State Department or the National Organization, as now in force or as here after amended or adopted, this instrument shall be deemed amended so as to conform to the tenets of documents.**

**ARTICLE 12 - SPECIAL MEETINGS**

**Section 1: Special meetings shall be called by the Commander whenever he may deem it necessary, or when requested in writing to do so by four (4) or more members in good standing in the Chapter. The call of any such special meeting shall state specifically the purpose for which it is called, and no other business not specified in the call shall be transacted at the special meeting.**

**Section 2: Special meeting shall be called by the Chairman of Executive committee if appointed officer should die or become disabled to the point of not being able to hold an elected position. The meetings called for the purpose of the membership to elected new officer.**

**ARTICLE 13 - OFFICERS AND THEIR DUTIES**

**Section 1: The appointive officers of this chapter shall consist of the Adjutant, Historian, Service Officer, Judge Advocate, Sergeant-at-Arms, Officer of the Day, Chaplain, and Treasurer. They shall be appointed by the Commander with the approval of the Executive Committee. The Adjutant may hold office as Treasurer if so appointed.**

**Section 2: The Commander, or in Commanders absence the next highest officer, shall preside at all regular or special meetings of the Chapter. The Commander, or in Commanders absence the next highest officer shall maintain order and dispatch such business as may legally come before him/her. The Commander shall countersign all checks (Exception Article 8 section 4of these by-laws) or vouchers issued by the Chapter.**

**Section 3: The Commander shall perform all other duties that may reasonably be assumed to be incidental to the Commander’s office. Including those set forth in this Constitution and in the Official DAV Ritual, and such other duties as may be lawfully delegated to the Commander by the Chapter (See Commander in State Department Chapter Leaders &Officer Guide for Chapter Officers).**

**ARTICLE 13 OFFICERS AND THEIR DUTIES (CONT.)**

**Section 4: The Senior vice Commander, Junior Vice Commanders, or Judge Advocate in the order named shall perform the duties of the Commander in the event of his absence or, if Commander should die, resign or be removed, until a suitable successor is elected. (See Special meetings above Section 2.)**

**Section 5, Para 1: The Adjutant is responsible for keeping the Chapter's records and conducting the Chapter's official correspondence. The Adjutant must keep detailed records of the Chapter's meetings and business affairs. All motions considered by the Chapter should be recorded as well as the name of the member who seconds motion. All monies received or spent by the Chapter must be recorded in the Adjutant's minute book (meaning Treasure report at regular meeting). The Adjutant is responsible for membership records and should make certain that they are kept up-to-date. If Chapter make’s over $25,000.00 per annual year the Adjutant will need to get a Solicitation form from the Attorney General. (See Commander in State Department Chapter Leaders &Officer Guide for Chapter Officers.)**

**Section 5, Para 2: At each business meeting, the Adjutant shall read the minutes of the proceeding meeting. The Commander then makes sure that motion of acceptance or rejection is passed.**

**Section 5, Para 3: At each Chapter meeting, the Adjutant should report all correspondence received between meetings and see that all matters which require action by the Chapter are properly disposed of. The Adjutant should answer all correspondence promptly and file this answer with the Chapter records.**

**Section 5: Para 4: The Adjutant shall in September of each odd year renew DOT paper work (USDOT form MSC-150), and in December of each year renew Incorporation paperwork (with the Minnesota Secretary of State for Certificate of Good Standing). Assure all titles and other valuable Chapter information is kept in locked vault at First National Bank of Bemidji Minnesota. Assures all items needed are ordered (example paper work from National or State). Has good working relationship with State Adjutant and Commander as well as Chapter Officers both elected and appointed (See Department of Minnesota Chapter Leaders and Officers Guide page 8-9 for other duties; See State of Minnesota Department Transportation Incorporation Regulations).**

**Section 6: The Treasurer shall receive and immediately deposit all the money in the bank account in the name of the Chapter, (The exception being Article 8 section 1) without any deductions or offsets. The Treasurer shall make authorized disbursements only by checks or vouchers signed by the Treasurer and countersigned by the Commander or Adjutant. The Treasurer shall keep a system of accounts approved by the Chapter and shall preserve all receipts, checks and vouchers for payments made. The Treasurer shall render a monthly report of receipts and expenditures to the Chapter, no later than the first regular Chapter meeting following the last day of each calendar month. The Treasurer's books shall be audited (per Article 10 Sec. 3 these Bylaws) and an annual report submitted to Department and National Headquarters within 90 days of the close of the accounting year for the Chapter. (See Department of Minnesota Chapter Leaders and Officers Guide page 8-9 for other duties).**

**Section 7: The Senor Vice Commander shall perform the duties of Senor Vice Commander station, as set forth in the Official DAV Ritual. Senor Vice Commander shall encourage friendship among the members of this Organization, discourage discord, and promote harmony. Subject to the direction of the Chapter, Senor Vice Commander shall act as Chairman of membership solicitation activities to the end that every eligible person may become a member and, with the approval of the Chapter, may appoint one or more members to assist him/her in such membership activities (See Department of Minnesota Leaders and Officers Guide)**

**Section 8: The Junior Vice Commanders shall perform the duties of their station, as set forth in the Official DAV Ritual. They shall see that every member is given reasonable opportunity to state his/her views on any subject under discussion in a meeting of this Chapter, not inconsistent with this Constitution or Robert’s Rule of Order. 1st Junior Vice Commander shall, at all times, encourage loyalty to the United States of America, to the DAV, and to the**

**ARTICLE 13 OFFICERS AND THEIR DUTIES (CONT.)**

**members of this Chapter. Subject to the direction of the Chapter, 1st Junior Vice Commander shall act as Chairman of the Americanism activities of this Chapter and, with the approval of the Chapter, may appoint one or more members to assist him as such Chairman (see Department of Minnesota Chapter Leaders and Officers Guide).**

**Section 9: There may be Three Junior Vice Commanders elected in out-lying communities in our region their duties will be to set up at least one meeting a year in their areas of assignments as well as the following: organize Forget-Me-Not drives, keep Chaplain informed of sickness, hospitalization or death of Veterans, to keep communication and needs flowing from their area to the Commander and Officers in Bemidji. Attend quarterly meetings at Bemidji (at which mileage will be paid at Government rate).**

**Section 10: The Chaplain shall perform the duties of Chaplain Station, as set forth in the Official DAV Ritual. The Chaplain shall visit the sick and comforts the families of those members who are in distress, from time to time, are called to Great Beyond. The Chaplain shall be responsible for encouraging attendance at funerals of DAV Chapter members and proper conduct thereto. Subject to the direction of the Chapter, the Chaplain shall act as Hospital Visitation Chairman, and with the approval of the Chapter, may appoint one or more members to assist him/her as such Chairman. The Chaplain will send out cards to families as well as give a bible to surviving family members (see Department of Minnesota Chapter Leaders and Officers Guide).**

**Section 11: The Historian shall keep a brief history of the activities of the Chapter during their term of office, to be kept as a permanent record of the Chapter. The Historian shall also take pictures at any Chapter activity or event concerning the Chapter.**

**Section 12: The Service Officer shall advise and assist Veterans disabled in line of duty and their dependents, in the technical preparation and prosecution of their equitable claims for benefits from any governmental agency, and in securing suitable, gainful employment (Service Officer must be certified as Chapter Service Officer by NSO).**

**Section 13: The Judge Advocate, upon the request of the Commander of the Chapter, shall render an opinion upon all parliamentary questions, upon any questions arising out of the dispute upon the floor of the assembly, or concerning the interpretation of this Constitution, or the Constitution or Bylaws of the National or Department Organizations. Upon receipt of the Judge Advocate opinion, the Commander (or presiding officer, if the Commander is not in the chair) shall announce ruling or decision, which need not be in accordance with the opinion of the Judge Advocate, and such decision shall be final and binding upon the Chapter unless (1) over-ruled by a two-thirds vote upon an appeal from such decision taken at the meeting during which the decision is announced, or (2) reversed upon an appeal taken to the next higher governing body within thirty (30) days; after such decision is made known.**

**Section 14, Para 1: It shall require a majority vote cast to elect a candidate for Chapter Officer. A majority vote will be required to elect a State or National convention delegate or alternate provided, however that if there are less candidates for delegates and alternate than the number of delegates and alternates allowed the Chapter then all candidates nominated will automatically be elected.**

**Section 14, Para 2: In the event of a vacancy of any elected office, nominations and election to such vacancy may be made at the same meeting.**

**Section 14, Para 3: All nominations for either State or National Convention delegate shall be made at the meeting preceding the meeting at which they are to be elected; election for National Convention delegates shall be held not less than 15 days preceding the opening date of such convention.**

**ARTICLE 13 OFFICERS AND THEIR DUTIES (CONT.)**

**Section 14, Para 4: Installation of officers elected at the regular annual meeting shall be installed within thirty (30) days of their election or appointment (weather permitting). Installation of officers elected to fill vacancies shall be made at the same meeting at which they are elected.**

**Section 15: The Officer of the Day shall perform the duties of Officer of the Day’s office as set forth in the Official DAV Ritual. Officer of the Day shall welcome all visitors and see that each is properly introduced, giving Commander and Adjutant copy of their names (see Department of Minnesota Leaders & Officers guide).**

**Section 16: The Sergeant at Arms shall perform the duties of The Sergeant at Arms respective offices as set forth in the Official DAV Ritual (See Department of Minnesota Leaders & Officers guide).**

**Section 17, Para 1: In addition to the foregoing, the respective Chapter officers shall faithfully perform and carry out such other and further duties as may be properly assigned to them from time to time by the Commander.**

**Section 17, Para 2: A member can hold only one elective Chapter office at any one time. An elected Officer may also hold an appointive office and vice versa.**

**Section 17, Para 3: The Commander or Vice Commanders shall not hold the office of Adjutant/Treasurer. The Service Officer may hold any other elective or appointive office.**

**Section 17, Para 4: By accepting any elected or appointed office, each member agrees that their services shall be rendered gratuitously and that they shall not be entitled to reimbursement for any sums advanced, incurred or spent unless expressly authorized by the Chapter at a regular Chapter meeting. No Chairman, Committeeman, Chapter officer or other Chapter member shall have the power or authority to incur any expense or obligation or bind this Chapter unless by prior express approval of this Chapter and evidenced by a majority vote at a regular meeting. Each member, by accepting any elected or appointed office, promises and agrees to perform the duties of such office or appointment to the best of their ability; to act and conduct them self in such a manner, at all times and places, as will only affect the good of the Organization; to enforce and sustain this Constitution, and the Constitution and Bylaws of the National and State Department Organizations. When their successor has been duly elected or appointed, to surrender to them, without notice or demand, all the records and other property of this Chapter or of this Organization in their possession or under their control.**

**Section 17, Para 5: The Chapter Adjutant will make available to its officers’ current copies of the National Constitution and Bylaws, Department Constitution and Bylaws, Department of Minnesota Leadership and Officer Guide and have available for ready reference, current revised copy of Robert’s Rules of Order. These documents followed judicially will lead to good form during meetings and events.**

**Section 17, Para 6: Voting for officers or delegates shall be by a written ballot only when more than one member is running for same office.**

**ARTICLE 14– RESTRICTIONS**

**Section 1: The Chapter Adjutant at the Commanders direction may send (with Commander Signature on said notice) a notice to any elective or appointive officer who has failed to attend three (3) consecutive meetings of the Chapter or who, in the opinion of the Chapter, does not appear fulfilling the duties of their office. At the next regular meeting (giving the time and place), to be fulfilling the duties of their office, the matter of their recall from office will be considered. At the meeting set forth in such notice, the Chapter, by two-thirds (2/3) votes of those present and voting, may declare such office vacant and such officer recalled. If an elective office, the office shall be filled by nomination and election at the same meeting. If an appointive office, the Commander shall appoint another member to fill such vacancy with the approval of the Chapter.**

**ARTICLE 14 RESTRICTIONS (CONT.)**

**Section 2: The order of business at any regular meeting shall be prescribed by the Official DAV Ritual and as the needs of the Chapter may necessitate.**

**Section 3: There shall be no voting by proxy, only members in good standing and present shall be entitled to vote on any question.**

**Section 4: The presiding officer shall be entitled to vote only in case of a tie or where the voting is by written ballot.**

**Section 5: Each member accepting or retaining membership in this Chapter agrees to be bound by this Constitution and the DAV National and State Department Constitution and Bylaws, now in force or hereafter adopted or amended. This Chapter may engage in any other activity lawfully permitted by the State of Minnesota, Minnesota DAV and National DAV.**

**Section 6: The officer (s) having custody of the funds of this Chapter (Commander, Adjutant and Treasurer) shall at all times be bonded through North Central Minnesota Chapter # 7 insurance company for $75,000. National also will help with loss of up to $100,000 (see Regulation 12 National bylaws).**

**Section 7: All fund-raising activities will be conducted in accordance with Article 15 of the National Bylaws, Chapter Auxiliary Unit and National Order of Trench Rats Units shall not sponsor or conduct a lottery in the name of or using any part of the name of this Organization, except where authorized by law. The name of this Chapter or of the Disabled American Veterans must not be used in connection with nor shall the Chapter enter into or engage in any political, sectarian or labor dispute nor any matter not directly relating to wartime service-disabled veterans; provided, however, that nothing in this paragraph shall prohibit this Chapter from participating in political issues which have a direct bearing upon the welfare of Veterans or citizens, as a whole.**

**Section 8: A member must attend six (6) meetings of the previous twelve (12) months prior to the Convention, to be reimbursed for Convention expenses as a delegate.**

1. **Expenses are paid for Commander and up to five (5)other members in good standing.**
2. **Lodging at Convention rates, plus Per Diem up to $50 a day. Treasurer must have a receipt for all monies reimbursed.**
3. **Registration will be paid for all Delegates who wish to attend Conference or Convention**

**Section 9: Elected officers and appointed Committee chairs will be reimbursed for expenses occurred in conducting the responsibility of their assignment. Treasurer must have a receipt for all monies reimbursed.**

**Section 10: The Commander has available discretionary funds up to $500 (five hundred dollars) Commander will provide name of Veteran, written statement for reason, and receipt for all monies disbursed to Treasure and Adjutant for record keeping. Reporting amount given and reason to members at next regular meeting.**

**Section 11: Regional area Junior Vice-Commanders will be reimbursed for mileage for quarterly meetings at the government rate.**

**ARTICLE 14 RESTRICTIONS (CONT.)**

**Section 12: Money from Forget-Me-Not funds may only be used for service-connected American Veterans, their dependents and survivors and no other purpose. Funds are limited to no more than $1000 dollars per request. However, this request may be revisited for more monies (See regulation 5 incomes from fund raising National bylaws).**

**Section 13: Executive Committee must approve any expenders over; $500 thru $1,000 (Article 3 Section 3 funds needed in excess of $500) shall meet (MN Statue 317A.239) Which requires a written record of date, time, which Executive Committee member was called by Commander, if they voted yes or no for funds needed, must have ¾ of committee vote yes before funds are given, membership informed of funds given out and reason at next regular meeting Name of person needing funds will not be given out at meeting. This written record is to be given to adjutant for safe keeping each month at regular meeting.**

**Section 14: Transportation Committee may approve up to $500 without approval from Executive Committee. It will report money spent to the Executive Committee at the next Executive Committee meeting.**

**Section 15: Equipment Chairman will be reimbursed at the government rate for mileage when using Equipment Chairman’s own equipment for Chapter business, picking up or delivering equipment.**

**ADJUTANT (CHAPTER) COMMANDER (CHAPTER)**

**DEPARTMENT JUDGE ADVOCATE NATIONAL JUDGE ADVOCATE**