

August 3, 2007

REC'D AUG - 6 2007

Mr. Thomas J. Schulz, Adjutant  
Saginaw Chapter #4  
Disabled American Veterans  
3133 Northwest Dr.  
Saginaw, MI 48603

Dear Mr. Schulz:

The enclosed Constitution and Bylaws for Saginaw Chapter #4, Department of Michigan, is hereby approved with the following minor change:

**Bylaws, Article V, Section 2, Para 2:** Change 45 days to 30 days, as required by the National Bylaws Article 9, Section 9.2, Para. 1.

A copy of this document is being returned to Chapter #4, a copy is being sent to the Department of Michigan, and a copy is being retained in our permanent files here at National Headquarters for future reference.

Sincerely,

COPY

MICHAEL E. DOBMEIER  
National Judge Advocate

MED:as  
Enclosure

c: Department of Michigan ✓

**Constitution**

**And Bylaws**

**Of**

**Disabled American Veterans**

**Saginaw**

**Chapter Number 4**

# CONSTITUTION

## Article I – Name

The name of the Chapter shall be Disabled American Veterans Saginaw Chapter Number 4 (four).

## Article II – Purpose

The purpose of this Chapter is to support the goals and programs of the Disabled American Veterans.

## Article III – Allegiance & Subordination

This Chapter affirms its allegiance and subordination to Disabled American Veterans (National), incorporated by Act of Congress, and Disabled American Veterans State Department of Michigan (Department). Therefore, this Chapter must comply with the Constitution, By-Laws, rules, mandates and regulations of National and Department. This Chapter's Constitution and By-Laws serves to complement were necessary for the functioning of the Chapter.

## Article IV – Dissolution

Upon dissolution of this Chapter, the assets remaining after payment of its debts shall be distributed as provided in Article 6, Section 6.4, paragraph 5 of National's Bylaws.

## Article V – Executive

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

## Article VI – Administration

Section 1. The administrative affairs of this Chapter shall be vested in the Executive Committee in emergencies only and all other actions of the Executive Committee must be ratified by a simple majority vote of the Chapter.

Section 2. The Executive Committee shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Treasurer and all other elected or appointed Chapter officers.

## Article VII- Amendments

This Constitution may be amended at any Chapter meeting by a two-thirds majority vote of those present and voting, subject to approval of Department and National Judge Advocates and effective only after date of this approval provided that amendment is read at three (3) meetings and that all members were notified of the proposed change prior to each of the three (3) meetings.

# BY - L A W S

## Article I – Organization

Section 1. Governing body of this Chapter shall be the Chapter in session, except as provided in the Constitution.

Section 2. Records of the proceedings of the Chapter and Executive Committee shall be kept and open for inspection to any member in good standing.

## Article II – Charter

The Charter of this Chapter, issued by the National organization is its authority to function and shall be displayed behind the Commander's station at all regular meetings.

## Article III – Executive Committee

Section 1. Meetings of the Executive Committee will be called by the Commander, or at the request of a majority of its members, made in writing to the Commander.

Section 2. Chapter members may attend the Executive Committee meetings, but without the right to vote.

Section 3. A simple majority of members shall constitute a quorum.

Section 4. The Executive Committee may act for the Chapter only in emergencies and at all other time, shall recommend courses of action to the Chapter in session.

## Article IV – Officers

Section 1. Officers elected and appointed.

Paragraph 1. The Chapter shall elect a Commander, Senior Vice Commander, Junior Vice Commander and Executive State Department Committeeman.

Paragraph 2. The Commander shall appoint the Adjutant and Treasurer and such other Officers and Committee Chairpersons as are necessary to carry out the business of the Chapter.

### Section 3. Duties of the Officers.

Paragraph 1. The Commander shall be the presiding officer and in his absence, the duty will fall to the next highest officer in line of succession who is present.

Paragraph 2. The Senior Vice Commander shall be the Membership Chairman and as such is responsible for campaigns to increase Membership.

Paragraph 3. The Junior Vice Commander shall learn the duties of all other office holders and Chairpersons and perform their duties when the person is absent. Also, the Junior Vice Commander shall perform ad hoc duties as assigned by the Commander for the smooth operation of the Chapter.

Paragraph 4. The Adjutant shall keep an accurate record of the Executive Committee's meetings and Chapter's meetings. Also, the Adjutant shall administer all Chapter's correspondence. And, the Adjutant shall perform administrative duties as they arise for the smooth operation of the Chapter.

Paragraph 5. The Treasurer shall keep separate and accurate record of all monies received and disbursed and shall deposit any monies received as soon as possible. The Treasurer shall make a report of finances at each meeting. Records shall be open to any member when a request is made in writing through the Executive Committee.

## Article V – Elections, Tenure and Succession

### Section 1. Qualifications for elected and appointed office(s).

Paragraph 1. Any person who is a member in good standing shall be eligible to any elective or appointive office in this Chapter.

### Section 2. Tenure of office.

Paragraph 1. The term for all offices is 1 (one) year, commencing from officers' installation and ending at the next officers' installation.

Paragraph 2. Elected and appointed officers shall be installed within forty five ~~45~~ <sup>30</sup> days after the election.

Paragraph 3. If an office becomes vacant, the Commander shall recommend appointment of a member to complete the term. The appointment is subject to approval at a Chapter meeting.

Paragraph 4. In the event the office of Commander shall be vacated for any reason, the Senior Vice Commander shall be elevated to Commander, Junior Vice Commander to Senior Vice Commander.

Paragraph 5. Unexcused absence of any officer from three (3) consecutive meetings shall be cause for their removal from their office.

### Section 3. Elections.

Paragraph 1. Nominations for elected offices shall begin at the first Chapter meeting of the new calendar year. Nominations for elected offices shall be accepted at each subsequent Chapter meeting up to the election.

Paragraph 2. Elections will be held at the April Chapter meeting. If for any reason the April Chapter meeting is canceled, then the elections will be held at the next following month Chapter meeting.

Paragraph 3. It shall require a simple majority of votes to elect a candidate for any elected office.

## Article VI – Finances

Section 1. The Treasurer or other designated officer shall deposit all monies in a financial institution in the name of the Chapter.

Section 2. The Commander or Adjutant shall cosign all Chapter checks.

Section 3. The Treasurer or other designated officer shall be charged with handling normal finances in the operation of the Chapter.

## Article VII – Meetings

Section 1. Chapter meetings shall be held at least once each month. Meeting dates to be set by majority vote of the Chapter in session.

Section 2. Place and time of meetings shall be determined by the desires of the Chapter.

Section 3. Rules of Chapter meetings shall be as follows:

- Rule 1. A quorum shall consist of seven (7) members in good standing.
- Rule 2. Robert's Rules of Order, Revised, will govern, except as hereafter specifically stated.
- Rule 3. Discussion of personal grievances will not be in order on the floor unless brought out by the Grievance Committee.
- Rule 4. Matters concerning one individual only with respect to his 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 seven (7) members.

## Article VIII - Committees

Section 1. All committees will meet at the call of the chairman or Commander.

Section 2. Standing committees shall consist of not less than three (3), and no more than seven (7) members (except as otherwise herein provides) including the chairman, and shall be appointed by the Commander.

Section 3. Nominating Committee shall be elected by the Executive Committee or by the General Membership whenever required.

Section 4. The Chapter Commander shall be a member ex-officio of all committees with the exception of the Nominating Committee.

## Article IX - Miscellaneous

Section 1. 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.



Adopted on the 4<sup>th</sup> day of June, in the year 2007.

Signatures

Thomas Schulz  
Chapter Adjutant

6-4-07  
Date

Garmon Wolf  
Chapter Commander

6-4-07  
Date

[Signature]  
Department Judge Advocate

7/20/07  
Date

Michael E. Quinn  
National Judge Advocate

August 3, 2007  
Date

I CERTIFY that the within constitution and/or by-laws does not conflict with those of the National Organization, and to that extent, is approved.

DATE: August 3, 2007  
DAV National Judge Advocate