

_____ Chapter Bylaws

Article I
Name

The name of the organization is **(the name of the chapter copied from the Articles of Incorporation)** as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter.

Article II
Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation and by the Constitution of Vietnam Veterans of America Incorporated.

Article III
Members

The requirements for membership are the same as the requirements in the Constitution of Vietnam Veterans of America Incorporated.

Article IV
Meetings

- 1 Regular Meetings. The regular meetings of the chapter shall be held on the **(first / second / third / fourth / last) (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday)** of each month.
- 2 Quorum. **(Five / Ten / Fifteen / Twenty / Twenty-five)** members of the chapter shall constitute a quorum.

Article V
Chapter Board

For section 1 use this option if the chapter board has officers and directors;

- 1 Board Composition. The officers including **(one/ two / three / four / five / six /...)** directors shall constitute the chapter board. The **(one/ two / three / four / five / six /...)** directors shall serve for a term of **(one / two / three) (year/years)**.

OR

This option if the chapter board has only officers and no directors.

- 1 Board Composition. The officers shall constitute the chapter board.

- 2 Board's Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated

Article VI Officers

- 1 Officers. The officers of the chapter shall be a president, a vice-president*, **(a secretary, and a treasurer or a secretary-treasurer)**.
- 2 Office Holding Limitations. No member shall hold more than one elected office at a time.
3. **Officers will be elected for a term of (one year/two years).**

* If more than 1 vice-president the positions must be listed by number.

Article VII Committees

- 1 Election Committee. The Election Committee shall consist of three members elected at the annual meeting who shall serve until their successors are elected.
- 2 Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

Article VIII Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised (most current) Edition* shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

Article IX Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous meeting.

Bylaws as (Adopted / Amended / Revised), Month, date, and year.