

Combat Veterans Motorcycle Association®

TX Coastal Bend 23-8 Bylaws

February 2022 - Version 1.0

Article 1: NAME AND EMBLEM

Section 1.1 CVMA® 23-8

The name of the association is: Combat Veterans Motorcycle Association® Coastal Bend Chapter 23-8 further referred to as (CVMA 23-8). Combat Veterans Motorcycle Association® and CVMA® are registered trademarks and should be considered throughout this document.

- a. The principal office of the CVMA 23-8 is P.O. Box 399, Ingleside, TX 78362, in the County of San Patricio, of the State of Texas.
- b. Change of Address. The Chapter Executive Board (CEB) may change the principal office from one location to another within the named state, such changes shall not be deemed, nor require, an amendment of these by-laws.

Section 1.2 IRC

IRC Section 501 (c) (3) Purposes. The CVMA 23-8 is organized exclusively for charitable, religious, educational, and/or scientific purposes as specified in Section 501 (c) (3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code. The CVMA 23-8 Federal EIN is 46-5308264. The Texas EIN is 32052641076. The Texas File # is 0801895855

Section 1.3 - Emblem and Logo

See CVMA National Bylaws.

Article 2: OBJECTIVES

See CVMA National Bylaws.

Article 3: MEMBERSHIP

Full Member Requirements

See CVMA National Bylaws.

Auxiliary Member Requirements

See CVMA National Bylaws.

Support Member Requirements

See CVMA National Bylaws.

Support Members are authorized a vote in chapter business.

Section 3.2 - Right to Verify

See CVMA National Bylaws.

Section 3.3 - National Attendance Requirement

See CVMA National Bylaws.

Section 3.4 - Conduct

All Members must conduct themselves in a manner that is not an embarrassment to himself or herself, the Combat Veterans Motorcycle Association, or the United States of America.

Section 3.5 - License and Insurance

All Members that ride a motorcycle must possess a valid motorcycle driver's license endorsed by their state as well as proof of insurance for their motorcycle.

Section 3.6 - Annual Verification

The Chapter SAA will conduct an Annual Audit either in person or electronically of Full, Support and Auxiliary Member(s) who own and operate a motorcycle during the period of 1 May through 30 June to verify valid motorcycle driver's license endorsed by their state as well as proof of insurance and current year registration. This will be maintained in a file for record of the Members in good standing qualification documents. Failure to provide any of the required documents will result in the 201 file of Members not meeting the verification requirements to be annotated with "Not in good standing IAW 3.6 of the Chapter Bylaws".

Section 3.7 - Misconduct

- a. In the event of misconduct of a member, under the by-laws of the Combat Veterans Motorcycle Association, the NBOD possesses the right to revoke that Member's membership.
- b. Misconduct is defined as failure to abide by the by-laws and policies of the Combat Veterans Motorcycle Association or by bringing dishonor upon the Combat Veterans Motorcycle Association by action, word, or deed.
- c. Members must always remember we are not, nor do we claim to be, a motorcycle club. **We do not have colors!**

Section 3.8 - Rights of Members

Membership in 23-8 is wholly contingent on the individual's membership in the National organization. Each Full Member and Support Member in good standing may vote in 23-8 Chapter business presented by the CEB or General Membership. Only Full Members in good standing may vote in Chapter Elections. There shall be an exception for deployed Full Members, who may ONLY vote for Chapter elections, and shall submit (1) one eligible vote per

position up for vote via email ONLY to the 23-8 Secretary no later than (3) days prior to the scheduled meeting/election. Full Members and Support Members must be present to vote and may not vote by proxy for association business, elections, or other issues that the CEB may deem appropriate.

Any Member not in good standing at the Chapter level will have no vote in Chapter business and will not be eligible to bring motions to the floor of Chapter Meetings.

Section 3.9 - Resignation and Termination

Resignation shall not relieve a Member of unpaid dues or other charges previously accrued. Upon Resignation/Termination, Members will immediately return CVMA back patch.

Section 3.10 – Non-Voting Membership

Non-voting categories of membership are not eligible to cast a vote in any association activities, elections, and proposed transactions or arrangements and will be prohibited from making motions.

Section 3.11 – Non-Voting Categories

The non-voting categories are defined as CVMA Members not assigned to CVMA 23-8, Members not in good standing, Auxiliary Members, and guests that are not Chapter Members.

Article 4: MEETING OF MEMBERS

Section 4.1 - Regular Meetings

Regular meetings of the Members will, to the extent possible, be held monthly at a time and place designated by the CEB.

Section 4.2 – Annual Meetings

An annual CVMA 23-8 meeting of the members shall take place every year. The specific date, time, and location will be provided to the general membership by the CEB a minimum of ten days in advance of the meeting.

Section 4.3 - Special Meeting

Special meetings may be called by the Chapter Commander, a simple majority of the CEB or by the general membership with a petition signed by five percent of voting Members.

Section 4.4 - Notice of Meeting

As allowed in TX BOC 22.156, notice of each meeting shall be provided to each voting member not later than ten days and not earlier than 60 days prior to the meeting. The primary means of delivery shall be by email, Chapter social media, with printed material delivered by the U.S. Post as an alternate

Section 4.5 - Quorum

As allowed in TX BOC 22.159, the Chapter Members with a minimum of three members of the CEB present at any properly announced meeting shall constitute a quorum.

Section 4.6 - Voting

With the exception of bylaw changes, all issues to be voted on shall be decided by a simple majority of those present and casting a vote at the meetings. Members who abstain will not count in the numbers of Members present for votes. Only ayes and nays are counted and the majority of those casting a vote count. Voting Members must be in good standing at the National and Chapter level.

Article 5: MEMBERSHIP DUES

Section 5.1 - Dues

See CVMA National Bylaws.

Section 5.2 - Coastal Bend Chapter 23-8 Dues

Chapter 23-8 dues will be \$20.00 for all Members (FM, Aux, Sup). Dues are payable for the upcoming year between Jan 1st and June 30th. A dues year is considered 1 July through 30 June. With the following provisions:

- a. New members (FM, Aux, Sup) **will not pay Chapter dues as part of their new Member application process and will not owe chapter dues until June 30th of each year after they join.**
- b. Deployed Members. Chapter dues will be waived for any Member who was deployed during any part of the dues calendar year.
- c. Auxiliary Members who are widows or widowers will have their Chapter dues waived.
- d. Delinquent Members. With the exceptions noted above for deployed military Members (with a six-month minimum deployment during a dues year) and widows/widowers, Chapter dues are payable by June 30th of each year. Members are considered delinquent if their dues are not current after Jun 30th. When the Member becomes delinquent, the Coastal Bend Chapter 23-8 CEB will declare the Member “not in good standing” and it will be reflected in their membership record (201 file). Members will remain “not in good standing” until such time that their dues have been paid and their membership record (201 file) is updated to reflect that they are in “good standing”. Members in a “not in good standing” status will have Chapter voting rights suspended until they are returned to a “good standing” status.

Article 6: OFFICERS

Section 6.1 - Designation of Officers

The officers of the CVMA 23-8 shall be Chapter Commander, Executive Officer, Sergeant At Arms, Public Relations Officer (if filled by a Full Member), Secretary and Treasurer. The officer positions of Quartermaster, Lead Road Captain, Road Captain, Chaplain, Web Master and Historian may be filled at the Chapter Commander's discretion.

- The elected officers of CVMA 23-8 shall be comprised of the Commander, Executive Officer, Sergeant-At-Arms, Secretary, Treasurer, and Public Relations Officer (if held by a Full Member).
- Chapter Staff positions are comprised of Public Relations Officer (if held by a Support Member or Auxiliary Member), Senior Road Captain, Road Captains, Chaplain, Quartermaster, Historian, and Webmaster as appointed at the Chapter Commander's discretion for the duration of the Commander's term.
- Command positions may only be held by a Chapter Full Member. Staff positions may be held by any CVMA 23-8 Chapter Member to include Auxiliary and Support Members.
- Staff positions are important to the CVMA operations but are not considered a part of the chain of command. Staff positions will not have access to command-based information or votes of the CEB

Article 7: COASTAL BEND CHAPTER 23-8 ELECTIONS

Section 7.1 - Eligibility

All nominees must be active and in good standing at the National and Chapter level with a minimum of (1) full year of CVMA membership, or a minimum of six months of CVMA membership if a member of one year or more does not elect to run for office.

Section 7.2 - Nomination

The general membership elected officers for the CVMA 23-8 CEB shall be nominated during the September and October CVMA 23-8 Meetings. Nominations will be taken during two consecutive CVMA 23-8 Meetings when Officer Positions become available during the year. Members must be present to accept their nomination. Members who have accepted nomination for office will submit a Bio to the Secretary to be disseminated unedited to the members no less than (2) two weeks before the election.

Section 7.3 - Offices

No member shall hold two general membership elected offices (Within the Chapter or at the State, Regional, or National levels) at the same time.

Section 7.4 - Good Standing

Elected and appointed officers must remain active members of the Combat Veterans Motorcycle Association and CVMA 23-8 and remain in good standing at the Chapter and National level for the duration of the term in office.

Section 7.5 - Term in Office

Chapter Officers will serve a term of two years and will assume office the day of the election. To maintain continuity within the CEB officer's terms we will elect the Commander, Sergeant at Arms and Secretary in odd numbered years and the Executive Officer, Public Relations Officer and Treasurer in even numbered years. In the event of a special elected officer, they will serve until the next scheduled election for that office.

Section 7.6 - Elections

Elections will be held during the November Chapter Meeting by a majority vote. The Commander will vote only in the event of a tie.

Section 7.7 - Resignation

Should an elected officer resign or be removed from office for ANY reason, the Chapter Members will be immediately notified. The CVMA 23-8 CEB will appoint an interim Officer that meets the membership requirements of the vacant position. If the resignation takes place during a meeting, that will fulfill the Chapter membership notification. The appointment shall be made and announced at the next scheduled monthly meeting and effective immediately. Otherwise, the Chapter will be notified via email and the CVMA 23-8 CEB will have up to (2) scheduled monthly meetings to make the appointment.

Article 8: DUTIES OF CVMA 23-8 OFFICERS

Section 8.1 - Coastal Bend Chapter 23-8 Chapter Executive Board (CEB)

The CEB is responsible for the execution of authorized policies. The CEB will, by majority vote, fill vacancies in any office of the CEB. The CEB is responsible for reporting bylaw infractions, as well as actions taken to the NBOD via the State Representative for their review.

Section 8.2 - Chapter Commander (CC)

The Chapter Commander's role and authority will be governed by the standing State and National bylaws. The Chapter Commander is the Chief Executive Officer of the CVMA 23-8. All matters concerning relations between the Chapter and any outside organizations will be coordinated by the Chapter Commander to ensure the appropriate action. Other duties of the Chapter Commander will include the following:

- Preside over all Chapter Meetings.
- To act or appoint members to preside over committees.
- Call for regular and Special Meetings of the CEB.
- Ensure all meetings are held in accordance with established bylaws and directives of the CEB.
- Provide monthly meeting agenda for membership review no less than (4) days prior to the scheduled monthly meeting.
- Provide oversight of the Chapter Treasury and Non-Profit status.
- Distribute guidance and correspondence to and from the National and State level as required.

Section 8.3 - Executive Officer (CXO)

The Executive Officer will perform all the duties of the Chapter Commander in his/her absence. Other duties of the Executive Officer will include the following:

- Assist with the coordination of committees and events.
- Provide Chapter Officers with oversight and guidance with the completion of their duties.
- Coordinate Chapter Member morale checks with the Chapter Chaplain as needed.
- Conduct routine follow up to ensure all Chapter reports are submitted to the State Officers as required.
- Provide maintenance of the Chapter Facebook page as an Administrator.

Section 8.4 - Sergeant at Arms (CSAA)

The Sergeant at Arms, under the direction of the Chapter Commander via the Chapter Executive Officer/Chief Staff Officer, is responsible for ensuring that By-laws, Protocol, and Standing rules of order of the CVMA 23-8 are not violated, and that orders of the officers are carried out in an expeditious manner. Other duties of the Sergeant at Arms will include the following:

- Call all Meetings to order/maintain proper order throughout at the Chapter Commanders discretion.
- Ensure all new members are aware of appropriate protocol as addressed on the CVMA National web site.
- Ensure all members operate within National, State, and Chapter Bylaws, SOPs and National Policies/Standing Orders.
- Will maintain a file for record of members in good standing qualification documents. The record will contain a current copy of each members drivers license, copy of proof of current motorcycle insurance, and copy of motorcycle current year registration. Conduct annual audit of Full, Support, and Auxiliary Members that own and ride a motorcycle to verify valid motorcycle drivers license endorsed by their state as well as

insurance for their motorcycle. This audit will be completed between 1 May and 30 June each year.

- Distribute the SAA Brief to all member **annually (during the month of June)** for members review/refresher.
- Collect membership patches upon the retirement, resignation, or discharge of members.
- Enforce policies regarding the display and placement of patches.
- Provide members with policy, protocol, and “**no fly zone**” updates provided by the National and State SAA.
- Work directly with the Lead Road Captain to ensure member safety and proper order is maintained during Chapter rides and events.
- Report violations of procedures and protocol to the CEB via the Executive Officer.
- Provide the Chapter protocol guidance as required by the National and State SAA.

Section 8.5 - Public Relations Officer (CPRO)

The Public Relations Officer (PRO), under the direction of the Chapter Commander via the Chapter Executive Officer is responsible for various Chapter efforts, events, and communication in conjunction with and approved by the CEB which include the following:

- The Public Relations Officer **can be** a command or staff position and will have a vote in all command-type decisions when held by a Full Member IAW National Bylaws and Policies.
- Provide maintenance of the Chapter Facebook page as Administrator/Moderator at the Chapter Commanders discretion.
- Update and distribute Chapter event calendar monthly (**no later than one (10) ten days to the upcoming monthly meeting**).
- Coordinate monthly meeting and bike night locations.
- Assist with the coordination of Vets Helping Vets events.
- Schedule and coordinate Chapter participation in the holiday and Veteran related community events and ceremonies.
- Coordinate publicity and press releases, TV/radio announcements.
- Coordinated recognition of Chapter sponsors, donors, and supporters.
- Submit all reports and documents as required to the State Public Relations Officer.

Section 8.6 - Secretary (CSEC)

The Secretary, under the direction of the Chapter Commander via the Chapter Executive Officer is responsible for various Chapter correspondence and record keeping which include the following:

- Record (written or electronically) and maintain minutes of the proceedings of CEB and Membership meetings.

- Distribute monthly meeting minutes for membership to review (**no later than (10) ten days prior to upcoming monthly meeting**).
- Maintain Chapter member roster.
- Provide member sign in sheet or ID card swipe for participation record at all official meetings and events.
- Complete and annual review and update of members ICE information.
- Submit and track all membership applications for approval (**application will be submitted electronically no later than (10) ten days of being received**).
- Coordinate the payment of member patch application fees with chapter treasurer.
- Maintain all membership applications upon approval.
- Maintain all Chapter official forms and documents as required to the State Secretary.
- Provide maintenance of the Chapter Facebook page as an Administrator at the Chapter Commanders discretion.
- Maintain the Chapter Policy Handbook.

Section 8.7 - Treasurer (CTRES)

The Treasurer, under the direction of the Chapter Commander via the Chapter Executive Officer is responsible for the accounting of all Chapter related funds and assets. Other Treasurer duties will include the following:

- Collect and record the payment of Chapter dues.
- Have a prepared Monthly Treasury Report available for review of the CEB or the Chapter Membership upon request (**no later than (10) ten days prior to the upcoming monthly meeting**).
- Make payments from Chapter funds as directed by the CEB.
- Make monthly reports of the chapter financial status to the CEB and Chapter Members.
- Coordinate the payment of Member Patch Application Fees with Chapter Secretary.
- Assist the Chapter Webmaster and Quartermaster with the operation of the Chapter web-based store.
- Monitor and maintain the Chapter PayPal account.
- Maintain all Chapter forms and documents related to Chapter non-profit status.
- Complete Annual Treasury Audit during the month of June (**completion NLT June 30**).
- Complete and maintain all Chapter related tax and nonprofit documents.
- Submit all reports and documents as required to the State Treasurer.

Section 8.8 - Quartermaster

The Quartermaster is an appointed position by the Chapter Commander and can be filled by ANY member in good standing. The duties of the Quartermaster will include the following:

- Maintain the inventory of the Chapter patches and other sale items.
- Coordinate the advertisement and sale of Chapter inventory with the Treasurer and Webmaster.
- Assist the CEB with the coordination of design and production of Chapter inventory.

Section 8.9 - Road Captain (LRC-Lead Road Captain and RC-Ride Captain)

The Road Captain is an appointed position by the Chapter Commander and can be filled by ANY member in good standing. The Road Captain under the direction of the Chapter Commander via the Chapter Executive Officer is responsible for chapter travel for meetings and events. The duties of the LRC/RC will include the following:

- Provide ride plans for monthly meetings and other Chapter related events **(no later than (5) five days in advance)**.
- Coordinate ride plans with the Chapter PRO to ensure the ride plan meets the needs of the meeting or event.
- Provide research and organize ride plans to ensure safety and intermediate stops while meeting scheduled arrival times.
- Act as ranking officer during scheduled rides, deferring only to the Chapter Commander, Executive Officer, or Sergeant at Arms.
- Assist the Chapter Commander with input on the need for the appointment of additional Road Captains.
- Work directly with the Sergeant at Arms to ensure the member safety and proper order is maintained during chapter rides and events.
- Conduct rider safety briefing at monthly meetings and events.

Section 8.10 - Webmaster

The Webmaster is an appointed position by the Chapter Commander and can be filled by ANY member in good standing. The duties of the Webmaster will include the following:

- Maintain all Chapter web-based communications.
- Assist Chapter members in all matters concerning our web-based communication.
- Maintain Chapter web-based photo albums.
- Assist the Chapter Treasurer and Secretary with maintaining Chapter historical information on the Chapter Web site.
- Coordinate the operation and maintenance of the Chapter web-based store with the Treasurer and Quartermaster.

Section 8.11 - Historian

The Historian is an appointed position by the Chapter Commander and can be filled by ANY member in good standing. The duties of the Historian will include the following:

- Responsible for maintaining documentation of all special events both written and photographed.
- Routine updates will be posted on the 23-8 Members Facebook Page as well as forwarded to the Chapter Webmaster for posting on the 23-8 Web Page.

Section 8.12 - Chaplain

The Chaplain is an appointed position by the Commander and can be filled by ANY member in good standing. The duties of the Chaplain will include the following:

- Chaplain may provide spiritual guidance to the membership.
- He or she may help during emergency situations.
- The Chaplain may visit with members, Veterans, and their families to provide comfort and encouragement.
- He or she may be called upon to provide the invocation, dedication prayers, and benedictions.
- Assist Chapter Executive Officer with conducting member morale checks as needed.

Article 9: DELEGATIONS

Section 9.1 - Appointed

Delegations will be appointed by the Chapter Commander to represent the chapter at any convention, meeting, rally, or other assembly that may be deemed necessary, and all delegations are authorized to exercise only those powers specifically vested in them by the CEB.

Article 10: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 10.1 - Execution of Instruments, Deposits and Funds

The CEB, except as otherwise provided by these By-laws, may by resolution authorize any officer or agent of the chapter to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may be general or confined to specific instances. Unless authorized, no officer, agent or employee shall have any power or authority to bind the Chapter by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

Section 10.2 - Checks and Notes

Except as otherwise specifically determined by resolution of the CEB, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness shall be signed by the Treasurer, Executive Officer and or Chapter Commander.

Section 10.3 - Discretionary Expenditures

The Chapter Commander may approve expenses at a \$100 maximum and the CEB may approve expenses at a maximum of \$200 for CVMA business. Any such expenses will be reported to the Chapter members at the next Chapter meeting.

Section 10.4 - Deposits

All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, trust companies, or other depositories as the CEB may select.

Section 10.5 - Gifts

The CEB may accept on behalf of the Chapter any contribution, gift, bequest, or device for the non-profit purposes of this Chapter. Likewise, the CEB, at its sole discretion, may provide with Chapter operating funds, small gifts of insignificant intrinsic value, to persons, companies, or other legal entities to recognize support or contributions to the Chapter for advancement of Veterans issues.

Section 10.6 - Treasury Audit

The CEB shall establish a committee annually and upon a newly elected Treasurer, comprised of not less than two or more than five general members to audit the financial records of the chapter. The committee will conduct the Annual Audit during the month of June and a Turnover Audit within thirty days following a newly elected Treasurer. A report of the audit will be presented to the membership at the monthly meeting following completion. The report will be filed in the permanent chapter records and may be provided to other parties as required by National bylaws or articles of incorporation.

Article 11: CHAPTER POLICIES AND PROCEDURES

Section 11.1 - Chapter Memorandums

Chapter memorandums or procedures not requiring a bylaw amendment which are put into place during CEB or Chapter Meeting will be documented as a Chapter Memorandum for Record for future reference.

Chapter Memorandums for Record will be reviewed annually during the month of June to determine relevance and provide input for Chapter Bylaw amendment.

Section 11.2 – Policy Letters

Policy letters are to be used in order to better define a process found in the bylaws. As a collection, these policies will be referred to as the policy handbook. Policies may be passed by a majority membership vote during the monthly membership Chapter Meeting and cannot conflict with CVMA National Bylaws or policies, and will be sent to the State Rep for approval. Policies approved by the State Rep will take effect immediately and be sent to the Chapter Secretary filing. The Policy Handbook will be maintained by the Chapter Secretary and made available to the membership along with the Chapter Bylaws. Complete bylaws rewrite, amendments or rescinding of a policy can be done at the June Chapter Meeting and shall only be passed by a two-thirds vote of the members present and casting a vote

Article 12: AMENDMENTS

Section 12.1 - Altered

These Bylaws may be altered or repealed, and new Bylaws adopted by a two-thirds vote of the members present and voting at the June monthly meeting. The CEB may only revise a conflicting Article and/or Section that conflicts with the National Bylaws. All proposed bylaw changes must be submitted in writing to secretary no later than 30 days prior to June annual meeting for distribution to membership for review.

Section 12.2 - Amendments

Amendments to these bylaws take effect immediately upon NBOD review and approval.

Section 12.3 - Changes

Any changes to any Article and/or Section of the CVMA 23-8 bylaws will be discussed and voted on by a quorum.

Section 12.4 - Precedence

If any CVMA 23-8 by-laws conflicts with State or National CVMA by-laws, the State or National CVMA bylaws will take precedence over the CVMA 23-8 by-laws. 23-8 membership and its bylaws shall be subordinate in all respects to the National organization.

Section 12.5 - Conflicting

If any CVMA 23-8 by-law conflicts with Federal and/or State 501(c) (3) provisions and/or statutes, the conflicting Article(s) and/or Sections(s) shall be revised by the CEB and shall take effect immediately.

Article 13: Dissolution Clause

Upon termination or dissolution of CVMA 23-8, any assets lawfully available for distribution shall be distributed to shall be surrendered to the National organization. If the National organization is not qualified to receive the assets,

they will then be distributed to one (1) or more qualifying non-profit organizations described in Section 501(c)(19) or (3) of the Internal Revenue Code that has a charitable purpose which, at least generally, includes a purpose similar to this Chapter. The organization to receive the assets of this Chapter shall be selected by a majority of the managing body of the Chapter.

Article 14: Records

The official corporate records including resolutions, bylaws, minutes, and Articles of Incorporation shall be maintained at the principal office and may be stored in electronic form. CVMA 23-8 shall keep as permanent records: minutes of all meetings of its members and CEB, a record of all actions taken by the members without a meeting, and a record of all actions taken by committees authorized in the bylaws or by the CEB, and such other records as required by law.

Records or portions thereof may be designated as confidential or privileged at the discretion of the CVMA 23-8 CEB, and records so designated shall not be disclosed to any person who is not a CVMA 23-8 Officer of said CEB, unless the disclosure is specifically authorized by CVMA 23-8 CEB, State Representative (SR), Region Representative (RR), CVMA National Board of Directors (NBOD), or court-ordered by a Court of competent jurisdiction. In replying or responding to a court order, the CVMA 23-8 CEB shall take reasonable steps to prevent disclosure of any information or record that is not reasonably required to be disclosed by the applicable order, including petitioning a court of competent jurisdiction for protective orders or such other relief as the CVMA 23-8 CEB deems necessary and appropriate for the administration of CVMA 23-8's corporation affairs.

Electronic records shall be the property of the corporation, including websites or other content published by the corporation in a digital forum, but the mere fact that the corporation maintains or publishes an electronic record shall not obligate the corporation to continue to publish or maintain such record, unless otherwise required by law.

To the maximum extent allowed by law, records containing confidential or personal information regarding a specific member shall be held in confidence and shall not be disseminated nor shared with any person other than a CVMA 23-8 Officer or such other agent of the association who has been granted authority to have access to such information or whose duties reasonably require access to such information. Any accidental or intentional disclosure of such personal information shall not create a private right nor a cause of action

for any member. The confidentiality provision is exclusively for the benefit of the orderly administration of the association's affairs and to protect against disclosure from non-members or third parties. ***No officer or member shall share any association record containing confidential or personal information regarding any member to any non-member unless compelled to do so by a valid court order, such as a subpoena, and shall take reasonable steps to redact all information not specifically required by the subpoena or court order.***

Article 15: Conflict of Interest

Whenever a member or CEB officer has a financial or personal interest in any matter coming before the Chapter or CEB, the CEB shall ensure that:


1. The interest of such a member or officer is fully disclosed.
2. No interested member or CEB officer may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the members or CEB at which such matter is discussed or voted upon.
3. Any transaction in which a member or CEB officer has a financial or personal interest must be duly approved by the CEB as being in the best interests of the organization.
4. Payments to the interested member or CEB officer shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

See CVMA National bylaws.

Dated: 3-15-22


Chapter Commander


Chapter Sergeant at Arms


Chapter Treasurer


Chapter Executive Officer

Chapter PR Officer


Chapter Secretary

**National
Secretary**

Digital Signer: National Secretary
DN: C=US, E=NSEC@combatvet.us,
O=CVMA, OU=NBOD, CN=National
Secretary
Date: 2022.03.10
10:01:18 +00:00