

**BY-LAWS OF THE REDLEGS CHAPTER
NATIONAL 4TH INFANTRY (IVY) DIVISION ASSOCIATION
ADOPTED 18 AUGUST 2024**

INTRODUCTION

The Redlegs Chapter shall be organized and operate under the terms and conditions set forth in the current Constitution and Bylaws of the National 4th Infantry (Ivy) Division Association's that may be found on the Associations website at www.4thInfantry.org. All previous By-Laws of the Chapter (or predecessor Chapters) are no longer valid By-Laws of the Redlegs Chapter.

ARTICLE I – OFFICERS

SECTION A. GENERAL CONDITIONS

1. The elected officers of the Chapter shall be a President, one or more Vice-Presidents, and Emeritus Presidents. The appointed officers of the Chapter shall be the Adjutant and Treasurer.
2. Each elected officer shall be elected by at least a simple plurality of the members present at the scheduled business meeting of the chapter and installed at the business meeting, or at the evening banquet, at the pleasure of the President.
3. Terms of office shall be one (2) year, or until otherwise duly replaced by a majority vote of the members. Elected officers may continue to serve additional terms by re-election. For continuity, the duties and functions of the Secretary and Treasurer may be combined, if found necessary or helpful.
4. All members of the Chapter must be members in good standing with the National 4th Infantry (IVY) Division Association, and Veteran members must have served in a Unit with or attached to the 4th Infantry Division.
5. The title of Emeritus President may be bestowed on any chapter member who has distinguished themselves with Steadfast and Loyal service to the Chapter as the Chapter President. Nominations for Emeritus President may be made to the Executive Committee for consideration. Upon approval of the committee, the Candidate's name will be placed before the membership at the next regular business meeting for ratification.

SECTION B. DUTIES AND RESPONSIBILITIES

1. PRESIDENT

- (a) The President shall be the chief officer of the Chapter and responsible for all functions and activities of the organization. In this role, he becomes the most important link between the Chapter and key National Association officers.
- (b) The President shall preside over and moderate all meetings of the general membership and the

Executive Committee (hereinafter abbreviated EC) and shall also appoint all Officer-Chairmen to accomplish the purpose and objectives of the Chapter and the National Association. Appointed officers shall serve until they resign or are replaced by another person appointed by the President.

(c) The President should make every effort to attend and represent the Chapter at National Reunions, or timely appoint a designee in his stead.

(d) The President shall be responsible for the Flames of Remembrance Ceremony and assure that all members of the Chapter are familiar with the Constitution and Bylaws of the National 4th Infantry Division Association as well as adopted Chapter By-Laws and customary operating procedures.

(e) The President shall also assume responsibility to arrange for special awards and citations to be presented to deserving members, spouses, friends, and guests. Following his term of office as President, he shall continue to serve as a member of the EC for a period of two (2) years.

2. EMERITUS PRESIDENT

The Emeritus President, will advise the president in his duties, as possible. Attending, when possible, Chapter Meetings, Chapter and National Reunions and Executive Committee Meetings. As a member of the Executive Committee, the Emeritus President can advise the committee on strategic planning of the Chapter, and at his choice, can sit on other Chapter committees to advise and plan specific activities.

3. VICE-PRESIDENTS

(a) Principally, the Vice-Presidents shall assist the President in the discharge of the latter's duties, in program planning and implementation, and in the absence of the President, serve in his stead. If the chapter chooses to have more than one Vice-President's, one shall be designated Sr. Vice-President and the others Vice-Presidents.

(b) The Sr. Vice-President shall serve as the liaison between the designated Reunion Chairman or person(s) and the host facility (motel/hotel) and food services or caterers.

(c) The Sr. Vice-President shall be responsible to supervise and coordinate efforts toward membership growth and retention and especially assure that all new, first-timers and guests in attendance are appropriately recognized and welcomed.

(d) During his term of office, the Sr. Vice-President shall serve as a member of the EC and shall be the presiding officer in the absence of the President or in the event the President is unable to fulfill his duties.

(e) The Vice-Presidents principal duties of office shall be to assist the President and Sr. Vice-President in planning and carrying out the meetings and programs of the chapter. They can succeed the Sr. Vice-President in the event of a vacancy in that office and as requested by the President. Each Vice President shall have the primary responsibility for their respective Field Artillery Regiment. Provide direct contact with Chapter Members that served in a particular regiment. They are encouraged to conduct periodic mini reunions and keep in contact with as many members as possible assigned to their regiments. Responding to inquires from the Chapter Website related to their regiment.

(f) One of the Vice-Presidents shall act as Sergeant at Arms at all meetings, making certain physical

facilities (meeting, banquet, and hospitality rooms) are available, adequate, and set up suitably for our purposes and appropriately identified. He is also the designated custodian of all Chapter paraphernalia and props.

(g) The Vice-Presidents shall be responsible for coordination of Hospitality Committee functions and operations.

(h) During their terms of office, the Vice-Presidents shall serve as a members of the EC.

3. ADJUTANT

(a) The Adjutant shall be appointed by the President and approved by the EC.

(b) The Adjutant shall record and keep proper minutes of all meetings of the Chapter and the EC.

(c) The Adjutant shall keep and maintain an updated membership roster of all active members in good standing, including spouses, memorial, associate and secondary chapter members. These rolls should include addresses, phone numbers, military unit/service information, or other affiliation or designation.

(d) The Adjutant shall notify the membership of all scheduled chapter reunions, meetings, and program events, including places, dates, times, and costs as needed.

(e) The Adjutant will handle routine correspondence or telephonic communications between members, other chapters, service organizations, and our National Association.

(f) In concert with the Chapter President and other officers, the Adjutant will assist in the program planning and the conduct of all meetings, preparing as necessary, business-reunion meeting agendas and/or guidelines.

(g) The Adjutant will maintain copies of the National publications and communications and all pertinent files and records relating to the ongoing business and history of the Chapter, including its official Charter.

(h) The Adjutant shall be a member of the EC.

4. TREASURER

(a) The Treasurer shall be appointed by the President and approved by the EC. He may, however, succeed himself by the President's appointment every two years.

(b) The Treasurer shall keep all accounts, financial records, and records of Chapter property.

(c) The Treasurer shall be responsible to receive and hold all funds of the Redlegs Chapter, including dues, registration fees, reunion program costs, special donations, and other monetary receipts and gifts that may accrue.

(d) The Treasurer shall be responsible to pay or disburse all funds by check to defray all bonafide

obligations of the Chapter and secure all existing funds or balances in an approved checking account.

- (e) The Treasurer shall prepare and present a Treasurer's Report to the Chapter at each of its semi-annual meetings, the same to become a part of the minutes. Also, yearly submit his books and financial records for review and/or audit by a designated committee of the EC.
- (f) The Treasurer shall be a member of the EC and maintain an authorized check co-signer's signature of the current President with the banking institution holding our account.

ARTICLE II – APPOINTED POSITIONS

SECTION A. GENERAL CONDITIONS

1. The Treasurer and Adjutant Officers (and once appointed and approved will be members of the Executive Committee) shall be appointed by the President and approved by the EC.
2. The following chairmen may be, at the discretion of the President, be appointed by the newly elected President, and will serve at his pleasure for a period of two (2) years or more, but may be re-appointed:

- Audit Committee
- Redlegs Reunion Chairman
- Liaison Officer to 4th Division Artillery Brigade and Artillery Battalions
- Assistant Treasurer
- Assistant Adjutant
- Website/Social Media Coordinator
- Veterans Administration Liaison
- Challenge Coin and other merchandise Chairman

Additional chairs as needed.

ARTICLE III – THE EXECUTIVE COMMITTEE

SECTION A. GENERAL CONDITIONS

1. The Executive Committee (EC) shall be composed of the current elected President, Emeritus Presidents, all Vice-President(s), Secretary, Treasurer. The President shall preside over all Executive Committee meetings which will convene prior to the stated Chapter business meeting, or as may otherwise be called by the President.
2. The position of Chapter President shall be held by a current or former Veteran of the 4th Infantry Division and be an active member, in good standing, of the National Association. All other Chapter positions may be held by Memorial or Associate members in good standing.
3. The Executive Committee shall have the authority to act for the membership between meetings; to nominate all persons for office subject to approval by the Chapter; to fill all office vacancies and to replace any officer that fails to perform the duties of his office. The Executive Committee shall have the authority to formulate Chapter policies, subject to member approval at the next regular meeting. The

Executive Committee may also recommend meeting sites for Chapter approval and assist in negotiations for space, menu, and costs.

4. The Executive Committee shall review and thoroughly audit if necessary, the records of the Chapter Treasurer every three (3) years and issue a report of their findings at the next regularly scheduled Chapter business meeting.

5. All actions of the Executive Committee are subject to appeal by any member. All appeals, however, must be presented to the President, preferably in writing, 60 days prior to the next chapter meeting. A two-thirds (2/3) Unit majority vote of the members present and voting is necessary to overturn the Executive Committee's decision. The Executive Committee is obliged to so inform the member or members in writing of any adverse action.

6. Members of the Executive Committee should strive to attend all chapter meetings and called Executive Committee meetings. A quorum will consist of not less than one-half of those making up the committee. Chapter members may attend Executive Committee meetings and may present items for consideration but may not vote on matters under consideration.

ARTICLE IV – AMENDMENTS

SECTION A. GENERAL TERMS

1. These By-Laws may be amended by a two-thirds (2/3) vote of all active members present and voting at any regular or special meetings of the chapter.

2. All amendments to these adopted By-Laws shall be initiated by an active member of the chapter after having been approved beforehand by the Executive Committee.

3. All amendments and/or resolutions emanating from a member(s) which are to be brought before the membership shall be advertised to the membership not later than 10 days before the next regularly scheduled business meeting of the Chapter.

ARTICLE – V – ELECTRONIC COMMUNICATIONS

SECTION A. GUIDELINES AND PROCEDURES FOR ELECTRONIC PROCEDURES

1. In the best interest of the Chapter, internet and electronic communications have become a necessary means to communicate with the Chapter membership. Primary communication with the membership will be the Chapter's Website and E-Mail notification and announcements. Annual meetings of the Chapter will be held each year during the National Association Meeting and special meetings of the Chapter will be held at Chapter Reunions. Chapter members unable to attend will be allowed to participate and vote at the Annual Meeting and Special Meetings through the use of Video Conferencing (i.e. ZOOM Calls or other acceptable video conferencing tools) calls open to all members of the Chapter who are in "Good Standing" with the National Association.

2. Chapter voting of officers, By-Law Amendments or business of the Chapter requiring membership

approval. will either be in person, or by video conference call during the Annual or Special Meeting. Meetings of the Chapter Executive Committee will also utilize the same voting procedures as necessary.

3. If a member can not attend the Chapter Annual Meeting or the Chapter Special Meeting and also is unable to attend the meetings through the video conferencing method, his vote will not be considered.

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