

# WASHINGTON STATE COUNCIL, VIETNAM VETERANS OF AMERICA BYLAWS

## Article I: Name

The name of the organization is Vietnam Veterans of America Inc. Washington State Council as prescribed by the Articles of Incorporation and hereinafter referred to as the "Council."

## Article II: Membership

Each Chapter shall have one (1) delegate and one (1) alternate on the Council, only one of which shall vote on any given motion

## Article III: Officers

The delegates to the Council shall elect a president, a vice-president, a second-vice-president, a secretary, and a treasurer. No one individual may serve in more than one office simultaneously.

If the Council president is a delegate or alternate of a chapter that chapter shall send a new delegate or alternate to represent the chapter.

## Article IV: Meetings

1. Regular and special meetings of the Council shall be called and run as described in the Constitution. The Council will meet twice a year, once during the second quarter and once during the fourth quarter. A quorum is present when a majority of the chapters in good standing are represented.

### 2. Parliamentarian

The President shall appoint, with the advice and consent of the Council, a parliamentarian, for each meeting who shall serve as such for the duration of that meeting. The Parliamentarian shall be a nonvoting attendee at the meeting, and shall advise the Chairperson on matters pertaining to the interpretation of parliamentary procedure. The Parliamentarian shall advise under Robert's Rules of Order Newly Revised.

## Article V: Committees

### Election Committee

1. Two meetings prior to an election, an Election Committee consisting of three (3) members shall be elected by the Council. It shall be the duty of this committee to nominate candidates for the offices to be filled. The Election Committee shall report at the

election meeting and serve as tellers. Nominations from the floor shall be permitted.

## Article VI: Finance

### 1. Administration

Finances shall be administered in accordance with the provisions of the VVA National Constitution. Any fund-raising conducted shall be raised in accordance with the provisions of the Constitution.

### 2. Security of Funds

Funds shall be deposited in a banking Institution in the State of Washington. A checking account shall be maintained with checks requiring **two (2)** signatures, the Treasurer and any other Council Officer. Only such funds as are necessary, for operating expenses shall be maintained in the checking account. All other funds shall be deposited in a savings account, certificate of deposit, or other instrument, at the best available rate of interest consistent with generally accepted accounting principles and standard of safety. Funds deposited under this paragraph shall be recommended by the President and Treasurer, with approval of the Council.

### 3. Accounting and Reporting of Council Financial Activities

- A. The treasurer shall submit to the Council a quarterly summary of all disbursements and receipts as well as a financial position statement.
- B. The Council shall elect an Audit Committee of three members who shall audit the entire assets and liabilities of the Council at the end of each fiscal year, and report no later than April 15.

### 4. Bonding

All Council Officers, and any other persons who are authorized signatories of any Council financial accounts, shall be bonded.

## Article VII Amendment of Bylaws

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

Approved by Officers and Delegates of the Washington State Council

State Council Secretary: \_\_\_\_\_

*Roy P. Seel*

Date: *23 April 2016*