

MONTFORD POINT MARINE ASSOCIATION, INCORPORATED

OCEANSIDE CHAPTER 44

CONSTITUTION AND BY-LAWS

PREAMBLE

In the name of the beneficent God of all, we who have honorably served, or now serve our country in the United States Armed Forces for the common good of this nation and in order that the fundamental rights and freedom of every person be preserved, we exist to foster interest in the affairs of the United States Armed Forces, to protect and advance the welfare of veterans and their dependents, and further we propose to support and defend the purposes set forth herein-after, we do solemnly and firmly associate ourselves together in an organization known as the National Montford Point Marine Association, Oceanside Chapter 44 and establish and ordain these by-laws.

ARTICLE I NAME AND AREA OF OPERATIONS

Section 1. The name of this organization shall be the Montford Point Marine Association Oceanside Chapter 44.

Section 2. The official mailing address of this Chapter has not yet been determined.

Section 3. All instruments issued by or under the Chapter, shall have a seal bearing such device and inscription.



ARTICLE II PURPOSE

Section 1. To preserve the legacy, and perpetuate the memory, spirit and comradeship developed through shared adversities by the original African American members of Montford Point Camp, Camp Lejeune, North Carolina between August 1942 and September 1949.

Section 2. To support and promote activities for the social betterment and enlightenment of our communities through:

- a. Social interaction and fellowship among members;
- b. Sponsorship of scholarship funds;
- c. Uplifting the morale of our veterans by providing benefits assistance to those, and their dependents, who are disabled.
- d. Informing youths of career opportunities, engaging in fundraising activities to promote the purposes of the Association and Chapter.

Section 3. Participate and stimulate awareness of social concerns affecting our community. To these and other tasks we dedicate ourselves.

ARTICLE III MEMBERSHIP

Section 1. The classes of membership are defined as follows:

- a. Full voting member:
 - (1) Any honorably discharged U. S. Marine Corps veteran who served all or part of his active duty at Montford Point.
 - (2) Any honorably discharged member of the United States Armed Forces.
 - (3) Any active duty member of the United States Armed Forces.
- b. Associate member:
 - (1) Shall be persons considered for membership but do not qualify under the provisions of Section 1a above.
 - (2) Will be screened by the membership committee to ensure that the proposed member meets the standards of this Chapter.
 - (3) Will have access to all Chapter functions and meetings but will retain no voting privileges during official Chapter meetings.

- c. Honorary member:
 - (1) It shall be the policy of this Chapter to present honorary memberships to Commanding Officers/General Officers and Sergeants Major (and those persons holding equivalent E-9 rank) of local military activities.
 - (2) Upon written request, the Chapter may admit, by a majority vote, members to its honorary membership roll. The honorary member must have noticeably contributed to the betterment of the communities of concern or, in the opinion of this Chapter, has merited honorary membership for their actions/contributions to humanity.
 - (3) The person(s) honored shall be presented honorary membership for one year but will retain no voting privileges within the chapter.

- d. Termination of membership:
 - (1) A member may be expelled or suspended for improper conduct by a two-thirds vote of the Executive Committee present at any meeting of the Executive Committee, provided a quorum is present, but only after a reasonable opportunity to be heard shall have been given to the member to be so dealt with shall action be taken.
 - (2) Any member may resign from the Chapter provided all indebtedness to the Chapter has been paid and properties belonging to the Chapter returned; such resignation shall be in writing to the Secretary-Treasurer.
 - (3) Any member engaged in activities that reflect adversely on the membership or affects the Chapter adversely shall be subject to expulsion.

ARTICLE IV
VOTING PRIVILEGES

Section 1. All members of the Chapter in good financial standing shall be entitled to one vote. Members not in good standing will be so informed in writing by the Executive Committee.

ARTICLE V
GOVERNMENT

Section 1. The planning of Chapter activities functions and finances shall come under the authority of the Executive Committee.

- a. President

- b. Vice President

- c. Secretary

- d. Financial Secretary
- e. Treasurer
- f. Sergeant-At-Arms

Section 2. The Executive Committee shall consist of all elected officers, the Immediate Past President.

ARTICLE VI OFFICERS AND THEIR DUTIES

Section 1. The elected officers of this Chapter shall be the President, Vice President, Secretary, Financial Secretary, Treasurer and Sergeant-At-Arms.

Section 2. The duties of officers shall be such as are implied by their respective titles, those which are specifically set forth in MPMA, Inc., National By-laws and Chapter By-laws and those which may be delegated by the Executive Committee.

Section 3. The President shall be the Chief Executive and shall chair general membership and Executive Committee meetings. The President shall be an ex officio member of all committees, exercise general supervision over affairs of the Chapter and perform such other duties as are ordinarily incumbent upon a President. The President shall represent and generally be the spokesman of the Chapter, empowered to relate the views of the general membership and the Executive Committee. The President shall preside at all duly called meetings of the Chapter or in case of absence the Vice President shall preside. He shall appoint all committees and chairpersons thereof. He shall appoint the following officers: Public Relations Officer, Parliamentarian and Chaplain.

Section 4. The Vice President shall perform such duties as are ordinarily incumbent on the President in his absence and other duties as assigned.

Section 5. The Secretary shall record and keep minutes of all official meetings of the Chapter. The Secretary shall have custody of the official seal (s), By-laws, records except financial records and all official papers of the Chapter. The Secretary shall notify all members of elections and give notice of time, place and purpose of all "special" meetings. The Secretary shall conduct the correspondence of the Chapter and file all required official reports to the National Board. In temporary absence of the President and Vice President, the Secretary shall fulfill the duties and functions of the President.

Section 6. The Financial Secretary shall receive and maintain records of all monies donated to the Chapter from all sources and shall be required to maintain complete and accurate current records of dues payments, contributions, and funds raised from Chapter activities. He shall ensure that membership cards are properly issued in a timely manner when applications are approved by the membership committee and the Chapter. The Financial Secretary shall maintain appropriate books of all financial transactions of the Chapter in accordance with accepted accounting practices. The Financial Secretary shall verify all debt incurred by/for the Chapter and direct payment of debt (s) and will record all monies received and given to the Treasurer for deposit. In the absence of the President, Vice President, Secretary, the Financial Secretary shall fulfill the duties of the President.

Section 7. The Treasurer shall receive all funds of the chapter and will deposit them in a financial institution approved by the Executive Committee. The Treasurer shall receive all monies from all sources after being recorded by the Financial Secretary. The Treasurer shall give receipts for money received on behalf of the Chapter maintain an accurate account in the name of the chapter, and keep a correct account of all monies in his possession. The Treasurer shall present at each meeting of the Chapter and Executive Committee a correct Treasurer's report. In addition, he shall, at such times as the President, Executive committee or Chapter directs, present for examination all books, papers, vouchers and other documents or writings that may be necessary to his office. He shall immediately deliver all books, papers and other property in his possession and belonging to the Chapter to his successor in office or whosoever the Chapter shall appoint, and shall present a final report to the general membership at the termination of his tenure in office. All disbursements in the name of the Chapter shall be signed by the Treasurer and countersigned by one of the following officers: President, Vice President or Financial Secretary. The Treasurer shall serve as the Chairperson of the Financial Committee.

Section 8. The Sergeant-At-Arms shall maintain order and proper decorum within the general membership at all meetings. He shall evict any boisterous members and maintain the peace of the chapter. The Sergeant-at Arms shall conduct roll call at all meetings ensuring only members in good standing vote during official meetings.

Section 9. The following officers shall be appointed by the President and will be guided in the performance of their duties as stated below:

- a. Upon authorization by the President, the Public Relations Officer shall be the spokesperson at and provide public information for the Chapter. He shall coordinate all official public projects, programs and presentations including persons or organizations external to this Chapter.
- b. The Parliamentarian shall interpret, through such references as "Robert's Rules of Order,"

the correct procedural order for the conduct of all official meetings of the Chapter.

- c. The Chaplain shall be the spiritual leader of the Chapter. He shall perform those duties incumbent with the appointment and the title.

ARTICLE VII DUTIES OF THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee will meet as required at the direction of the Chairperson. Standing Committee Chairpersons are encouraged to attend all Executive Committee meetings. A special meeting of the Executive Committee may be called by the President or any three members of the Committee provided every member of the Committee shall have received at least three (3) days' notice of said meeting. A majority of the Executive Committee shall constitute a quorum for the transaction of business and a majority vote of those present shall be necessary to give effect to any action of the Committee.

Section 2. The Executive Committee is wholly responsible to:

- a. Establish policy and direct the administrative affairs of the Chapter.
- b. Act as a trustee for all property owned/managed by the Chapter.
- c. Adopt and present an annual budget to the Chapter and shall provide for an annual audit of the Chapter's account (s).
- d. Employ personnel as required, establish their duties and compensation.
- e. Elect or discipline members.

ARTICLE VIII ELECTIONS

Section 1. The general membership shall vote to elect officers and three members from the general body to the Executive Committee.

Section 2. Election of officers shall be held in June with newly elected officers taking office August 1, of the year elected.

Section 3. Not later than March 1, the President shall, with the approval of the Executive Committee, announce the appointment of a Nominating Committee of not fewer than three

(3) members. The Nominating Committee shall select at least one nominee for each expiring office. Such nomination, in writing, shall be delivered to the Secretary not later than forty-five (45) days thereafter.

Section 4. Upon receipt of the report of the Nominating Committee, the Secretary shall, within ten (10) days, mail to each Chapter member a notice listing the nominations of the Nominating Committee in alphabetical order, by office, and stating the date of the meeting at which the election shall be conducted.

Section 5. The Nominating Committee will present a slate of officers to the general membership during the May meeting. Nominations may also be taken from the floor during election of officers.

Section 6. During the meeting at which the election is conducted, the President shall read the nomination notices as issued by the Secretary and then proceed to conduct the annual election. Separate balloting shall be conducted for each office except where there is only one nominee for an office, in which case the President shall request a unanimous ballot for such nominee. A majority of the votes cast shall be required to elect. In the case of the Executive Committee, if the number of nominees exceeds the number of vacancies, the member receiving the highest number of votes shall be elected.

Section 7. Only members in good standing shall be eligible to hold office or vote.

Section 8. Voting shall be by individuals and no person may cast more than one vote. Proxies will not be recognized.

Section 9. The Secretary shall immediately report the results of all elections and appointments of Chapter officers to the National Montford Point Marine Association, Inc.

ARTICLE IX TENURE IN OFFICE

Section 1. Elected officers shall serve for a term of two (2) years. Elected officers may not serve more than two (2) consecutive terms in any one office.

Section 2. Elected members to the Executive Committee shall serve for a tenure of two years and may serve no more than two consecutive terms in the position. Election of these members will be staggered by one year as to not replace all members at the same time.

Section 3. Appointed officers will serve for a term of two (2) years.

Section 4. Vacancies on the Executive Committee will be filled by action of the Executive Committee, and the appointee shall serve the duration of the term of the individual being replaced.

Section 5. A member of the Executive Committee cannot resign or be replaced prior to relinquishing funds or property entrusted to him by the chapter and certified by proper audit.

Section 6. Only members of the chapter who meet the requirements for membership as stipulated in Article III are eligible to hold office in the Chapter.

ARTICLE X IMPEACHMENT OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

Section 1. Any officer or Executive Committee member may be impeached for one or more of the following reasons:

- a. Malfeasance of office and duties.
- b. Misfeasance of office and duties.
- c. Conduct that would be deemed detrimental to the membership of this Chapter.

Section 2. Charges of impeachment shall be submitted in writing to the Executive Committee for review and approval. Upon approval, the Executive Committee shall submit such charges to the general membership for final disposition.

Section 3. Any officer retains the right to resign from office prior to final vote for impeachment.

Section 4. Absence of any officer for more than three consecutive meetings without valid excuse shall be considered as grounds for dismissal from office.

ARTICLE XI FINANCES

Section 1. Annual dues contributions shall be set by vote of the general membership of the Chapter and are due October 1st. Dues are payable to the Financial Secretary. Any member of the Chapter becoming more than two (2) months in arrears in payment of dues must be notified in writing by the Secretary. At three (3) months in arrears the member must be notified in writing by the Secretary that the member is dropped from the rolls until the arrears are paid.

Section 2. The Executive Committee may require the Financial Secretary, Treasurer and other officials determined by the Chapter to be bonded; the Chapter will pay associated fees.

Section 3. The Chairman of the Executive Committee shall appoint an auditing committee who shall audit all financial books, records and accounts of the Chapter on an annual basis. This report shall be in writing and available for review by all members.

Section 4. The fiscal year of the Chapter shall begin on the 1st day of October and end on the last day of September in the following year. The fiscal year is set as such for reporting purposes to maintain non-profit status.

Section 5. The Financial Committee, with the Treasurer as Chairman shall:

- a. Prepare an annual budget showing proposed expenditures for the ensuing year.
- b. When deemed necessary, recommend revisions to the current budget for the effective development of the financial status of the Chapter.
- c. Monitor income and spending of the Chapter to include records of past expenditures to promote cost effective measures and goals.

ARTICLE XII COMMITTEES

Section 1. There shall be the following standing committees:

- a. Awards/Scholarship Committee. The Awards/Scholarship Committee shall be responsible for the review of all proposed awards/scholarships to be given by the Chapter. They will process all applications and ensure the proper authorities have been contacted for the disbursement of funds and/or recognition. The Awards/Scholarship Committee will make recommendations to the Executive Committee for the presentations of the Chapters' Annual Scholarships. This committee will work closely with the Public Relations Officer to ensure proper recognition is gained in all events.
- b. By-Laws Committee. The By-Laws Committee shall be responsible for the drafting and processing of the Chapters' Constitution and By-Laws. The committee shall process all amendments to the documents and advise the Executive Committee of recommended approval/disapproval.
- c. Financial Committee. The Financial Committee will be as stated in Section 5 of Article XI of these By-Laws.

- d. **Membership Committee.** The Membership Committee shall be responsible for the recruitment and maintenance of Chapter membership. The Committee shall receive and process all applications for membership and present them for approval by the Executive Committee. The Membership Committee shall establish close liaison with the Public Relations Officer in the recruitment and forwarding of Chapter membership to the Financial Secretary.
- e. **Nomination Committee.** The Nomination Committee shall be responsible for the preparation of a slate of officers for elections. The Committee will ensure that all recommended candidates are eligible for office and will serve in the best interest of the Chapter.
- f. **Social Recreation Committee.** The Social Recreation Committee shall be responsible for the coordination of all social/recreation functions of the Chapter. The Committee shall specifically be responsible for activities such as: selecting a site for social/recreational functions, decorations, seating, musical support, foods, drinks and the hiring of help to support functions. The Social Recreation Committee shall coordinate activities with the Ways and Means Committee to ensure all programs will be in the best interest of the Chapter and approval of the Executive Committee.
- g. **Ways and Means Committee.** The Ways and Means Committee shall be responsible for raising funds to support and/or supplement the functions of the Chapter. The Ways and Means Committee shall be apprised of all planned functions and the financial support necessary for the successful completion of the function. The committee will evaluate all fund-raising functions and submit recommendations to the Executive Committee for approval.
- h. **Welfare/Social Aid Committee.** The Welfare/Social Aid Committee shall be responsible for the visitation of the sick and shut-in. The Committee shall propose programs for the needy and disabled. The Committee will be cognizant of agencies of the community that provide care and assistance to the needy.

Section 2. Special Committees may be appointed by the President as necessary.

Section 3. A committee has no right to incur any debt or involve the Chapter in business transactions without the expressed prior approval of the Executive Committee to do so.

Section 4. A simple majority of committee membership present shall be considered a quorum for the conduct of business.

ARTICLE XIII GENERAL MEETINGS

Section 1. There shall be at least one general membership meeting a month unless otherwise designated by the Executive Committee.

Section 2. Special Meetings may be called by the President or by the Secretary upon receipt of a written request signed by at least five (5) members in good standing. Every member shall be notified in writing at least (3) days in advance of the special meeting and advised what business will be considered. No other business may be conducted at such meetings.

Section 3. One third (1/3) of the members in good standing shall constitute a quorum at any regular, special or annual meeting of the Chapter. At the general meeting, in order to conduct the business of the Chapter, a minimum of 10 members.

Section 4. The Executive Committee will meet at least once a month. A simple majority of Executive Committee members present shall constitute a quorum for the conduct of business.

Section 5. The current edition of "Robert's Rules of Order" shall govern all deliberations of this Chapter and its Executive Committee except as otherwise provided by these By-Laws.

ARTICLE XIV REPRESENTATIVE TO THE NATIONAL ASSOCIATION

Section 1. The President of the Chapter shall be the representative to and a member of the National Association of the Montford Point Marine Association.

Section 2. The Executive Committee may nominate or appoint delegates from the officers or general membership to attend National Association meetings with the approval of the general membership.

Section 3. Expenses incurred, as travel and lodging by elected delegates may be borne by the Chapter.

ARTICLE XV AMENDMENTS

Section 1. Any member of this Chapter in good standing may submit written, dated and signed proposed amendments to these By-Laws. All proposed amendments shall be referred to the By-Laws Committee for study and recommendation. The recommendation shall subsequently be presented to the Executive Committee and the general membership for vote

and approval/disapproval.

Section 2. Proposed amendments shall be adopted when two-thirds of the members present vote in the affirmative.

ARTICLE XVI LADIES AUXILIARY

Section 1. A Ladies Auxiliary may be formed to support the operations/functions of the Chapter.

Section 2. Membership in the Ladies Auxiliary shall be as follows:

- a. Spouses of active members of the Chapter.
- b. Spouses of deceased members of the Armed Forces.
- c. Spouses of active duty members of the Armed Forces.
- d. Spouses of former or retired members of the Armed Forces.

Section 3. The Ladies Auxiliary will be governed by the provisions of these By-Laws and those established by their own body. The Ladies Auxiliary will be legally and financially accountable to the Executive Committee of the Chapter.

ARTICLE XVII DISPOSITION OF FUNDS UPON DISSOLUTION

Section 1. In the event of dissolution of the Chapter, all monies in the treasury or corporate assets remaining after all creditors are paid shall be donated to an organized charity to be voted upon by the general membership as determined by a simple majority vote.

ARTICLE XVIII PROCEDURES NOT COVERED

Section 1. In matters of procedures not covered by these By-Laws, the Executive Committee shall make a ruling.

ARTICLE XIX MISCELLANEOUS

Section 1. In recognition of the benefits and services available to the Chapter and its members through its affiliation with Montford Point Marine Association, it shall be the policy of this Chapter to exercise its rights and privileges of participation in the government and activities of Montford Point Marine Association at all times. This Chapter shall also provide its proper representation at all meetings and conventions of the National Montford Point Marine Association such representation when preparing for the annual budget.

Section 2. Any person elected to membership in the Chapter shall be deemed to have accepted these By-Laws and the Constitution and the Bylaws of the National Montford Point Marine Association and shall be bound by them in all respects as if he or she had been a member at the time of their adoption.

Section 3. The Executive Board shall provide for the prompt payment of all dues and other obligations to the National Montford Point Marine Association, and shall require the prompt completion and submission of all reports by the National Montford Point Marine Association.

Section 4. These By-Laws shall be reviewed annually.

Section 5. Any reference to gender related words, e.g. "he," "his," "she, "hers," in these By-Laws or the Chapters' Policies and Procedures is for descriptive purposes only and shall not, in any way, be construed to limit the application of either document to either gender.

ARTICLE XX NOT-FOR-PROFIT ORGANIZATION

Section 1. This Chapter is organized and shall operate as a not-for-profit organization for social welfare, civic improvement and other similar purposes and shall be incorporated within the State statutes as such. All income received shall be for the non-profit purposes of the organization, and no part of the income shall inure to the benefit of any officer or member.

Secretary,
Brenda Anderson