

# The By Laws of the 87th Aerial Port Squadron Association

## ARTICLE I

### MEMBERSHIP

**Section 1.** Membership in the association will be obtained in accordance with Article II and Article VI of the Constitution.

**Section 2.** Membership will be divided into the following categories:

a) **Charter Members.** Shall consist of those members of the 87th APSA at the time the association was chartered.

b) **Regular members.** Shall consist of those members who served with the 87th Aerial Port Squadron at any time.

c) **Special Members.** Shall consist of those members currently serving on active duty with the 87th Aerial Port Squadron. (Active duty is defined as 60 days or more concurrent service in a Hazardous Duty Deployment or 60 days or more concurrent service in a supporting role of the war fighters). Such members shall be exempt from paying annual dues in the year or years the member is serving in the duty as described above.

d) **Life Members.** Life membership will be granted upon payment of the life membership fee.

e) **Dues Amounts for Membership:**

(1) Charter Member \$20.00 annually

(2) Regular Member \$20.00 annually

(3) Life members

Age 70 – 79 \$80.00

Age 65 – 69 \$130.00

Age 60 - 64 \$180.00

Age - 59 \$225.00

(4) Descendant Members \$20.00 Annually

(5) Supporting Members \$20.00 Annually

**Honored Members.** In the year a member reaches the age of eighty (80), he/she will become an "Honored Member".

with the requirement to pay dues waived for the remainder of his/her life. An Honored Member shall enjoy all the rights and privileges of a Regular Member.

f) **Associate Members.** Shall consist of the spouses, widows, or widowers of all dues paying members. They shall be exempt from paying annual dues but can participate in all Association activities except hold office or vote on any issue.

g) **Honorary Members.** Shall consist of those individuals, who through outstanding service to the 87th APSA or the 87th APS, are singled out for selection by the Governing Council or the Commanding Officer of the 87<sup>th</sup> APS. Honorary members shall be exempt from paying annual dues. Honorary members must be approved by the Trustees.

h) **Descendant Members.** Children and grandchildren who are descendants of a deceased former 87th Aerial Port Squadron Veteran, whether the Veteran was a member of the 87<sup>th</sup> APSA or not, may become members under this section. They shall pay dues and be entitled to participate in all Association activities except hold office or vote on any issue.

i) **Widow or Widower Members.** The widow or widower of a veteran of the 87<sup>th</sup> Aerial Port Squadron, if the veteran was not a member of the 87th APSA, may become a member under this section. They shall pay dues and be entitled to participate in all Association activities except hold office or vote on any issue.

j) **Supporting Members.** Those who wish to support the goals and objectives of the Association and agree to comply with the Constitution and By-Laws of the Association may become members under this section. They shall pay dues and be entitled to participate in all Association activities, except hold office or vote on any issue.

k) **Exception to Associate Membership.** If a married couple have both served the 87th APS one of them can be a non-paying Associate Member but forfeit the right to vote and hold office.

**Section 3.** Charter, Regular, Honorary and Life Members only shall have the right to vote and hold office, either elective or appointive.

**Section 4.** Charter, Regular, Descendants, Widows and Widowers (under paragraph i) and Supporting Members shall be subject to annual dues as set by the Governing Council.

**Section 5.** The Governing Council shall have the authority to change the amount of dues/fees, from time to time as conditions warrant.

**Section 6.** All members shall be placed on the association's mailing list and shall have the right to attend reunions and participate in other activities sponsored by the association. The membership of the Association will be comprised of no less than 97.5% Military Veterans.

**Section 7.** All members shall reserve the right to terminate their membership at any time. All members shall also have the right to offer suggestions and recommendations for the improvement of the association in writing, to any Officer or member of the Governing Council.

## **ARTICE II DUTIES OF OFFICERS**

**Section 1. President.** Shall be elected by a majority vote of the General Membership meeting at association reunions. His/her term of office shall be set at Two years or until the next reunion if no reunion is held in his/her Second year in office. The President may serve as many terms of office as may be approved by the general membership. As the official head of the association, his/her duties shall include but not be limited to:

- a) Act as presiding officer at all meetings of the Governing Council and business meetings of the general membership.
- b) In event of a tie vote at any meeting, he/she shall cast the deciding vote.
- c) He/she shall oversee the financial affairs of the association and co-sign money transactions with the Treasurer in those cases wherein the authority of the Treasurer is exceeded.
- d) He/she shall select and announce the dates, times, and locations of meetings of the Governing

Council and business meetings.

- e) He/she may assign specific duties to the Vice-Presidents and appoint chairpersons of special committees when deemed warranted.
- f) He/she shall provide general guidance supervision and assistance in setting up reunions.
- g) He/she shall provide general supervision over the Secretary and work in close liaison with the Treasurer.
- h) As head of the association he/she shall review and sign all contracts, entered into by the association.
- i) The President shall retain the right to resign prior to the completion of his / her term of office by submitting a letter of resignation to the Governing Council and Trustees.
- j) The President shall perform such other duties as his/her office may require.

**Section 2. Vice-Presidents.** They shall be elected by majority vote of the general membership, at a business meeting held during reunions. The First Vice-President shall be elected for a term of two years or until the next reunion if no reunion is held in his/her second year in office. The second Vice-President shall be elected for a term of two years or until the next reunion if no reunion is held in his/her second year in office.

Their duties shall include but not be limited to:

- a) Act as chairpersons of special committees.
- b) Assume responsibility for a specific functional area of the association such as fund raising, membership drives, and sales as the President or Governing Council may direct.
- c) Each Vice-President shall be prepared to assume the duties of the President at any time.
- d) Perform such other duties as may be delegated by the President or Governing Council.
- e) All Vice-Presidents shall retain the right to resign prior to completion of his/her term of office by submitting a letter of resignation to the President.
- f) All Vice-Presidents may seek re-election for their current office or any other vacant office.

### Section 3. Secretary

Shall be nominated to office by the President and approved by the Trustees. Term of office shall be two years and the incumbent may be reappointed for additional term(s) by the Governing Council. However, when a new President is elected, he/she may submit his/her own preference to the Trustees for consideration and possible appointment.

Duties shall include but not necessarily be limited to:

- a) Perform the duties of recorder at all meetings.
- b) Maintain records of all meetings.
- c) Act as historian of the association and maintain records of historical significance.
- d) Maintain the business office of the association, receive and act upon routine correspondence pertaining to association business.
- e) Properly account for all funds received, in close cooperation with the Treasurer.
- f) Work under the general supervision of the President.
- g) Safeguard and account for all association property in his/her possession.
- h) Turn over to the Treasurer any monies received, and properly account for any petty cash funds entrusted to him/her.
- i) Perform such other duties as the President or Governing Council may direct.
- j) The Secretary shall retain the right to resign prior to the completion of a term of office by submitting a letter of resignation to the President.

### Section 4. Treasurer

He/she shall be nominated to office by the President and approved by the Trustees for an initial term of four years or until the next reunion if no reunion is held in the fourth year of being in office. The incumbent may be reappointed for additional terms at the pleasure of Governing Council. The Treasurer shall sit as a member of the Governing Council as financial advisor with vote.

Duties shall include but not necessarily be limited to:

- a) Receive, safeguard, disburse and account for all funds, assets and liabilities of the association.
- b) Establish financial guidelines in accordance with sound business practices and accepted accounting procedures.
- c) Maintain and keep financial records, open and maintain proper banking accounts as deemed appropriate and in the best interest of the association.
- d) Receive and account for all dues payments, issue continuing membership renewal cards and forward new member membership cards to the Supply Sergeant for inclusion in the "New Member" kit.
- e) Maintain the membership roster database.
- f) Be prepared to submit the financial records for audit at any time.
- g) Provide a copy of the monthly financial statement to the President.
- h) Prepare and publish an annual financial statement when requested. Provide a similar report at scheduled meetings of the governing body.
- i) The Treasurer must have the Presidents signature on any check over \$500.00.
- j) The Treasurer shall retain the right to resign prior to the completion of a term of office by submitting a letter of resignation to the President. AN AUDIT OF THE BOOKS WILL BE MANDATORY PRIOR TO CHANGES IN THE POSITION OF TREASURER.

## **Section 5. Supply Sergeant**

Shall be nominated to the office by the President and approved by the Trustees for an initial term of four years or until the next reunion if no reunion is held in his/her fourth year in office. The incumbent may be reappointed for additional terms of four (4) years or until the next reunion if no reunion is held in his/her fourth year in office at the pleasure of the Governing Council.

He/she shall sit as a member of the Governing Council with vote.

The Supply Sergeant shall:

- a) Receive and maintain all 87th APSA Souvenir supplies such as but not limited to: Bolo ties, Belt Buckles, Caps, Hat pins, and Logo Shoulder Patches. Items to be sold to members at a fair market price. All funds derived from Souvenir sales shall be forwarded to the Treasurer.
- b) Operate under the direction of the President.
- c) Have the right to resign prior to completion of the term of office.

## **Section 6. Newsletter Editor**

He/she shall be nominated by the President and approved by the Trustees for an initial term of four (4) years or until the next reunion if no reunion is held in his/her fourth year in office. The incumbent may be reappointed for additional terms of (4) years or until the next reunion if no reunion is held in his/her fourth year in office at the pleasure of the Governing Council. He/she shall sit as a member of the Governing Council with vote.

The Editor of *The NewsLetter* shall:

- a) Assemble the material for publication of *The NewsLetter* bi-annually.
- b) Coordinate the printing and distribution of *The NewsLetter* bi-annually.
- c) Have the right to resign prior to completion of his/her office term by submitting a letter of resignation to the President.

## **Section 7. Chaplain**

He/She shall be nominated by the president and approved by the Trustees for an initial Term of four (4) years or until the next reunion if no reunion is held in his/her fourth year in office. The incumbent may be appointed for an additional term of four (4) years or until the next reunion if no reunion is held in his/her fourth year in office at the pleasure of the Governing Council. He/She shall sit as a member of the Governing Council with vote.

The Chaplain shall:

- a) Serve as Chairperson of the Memorial Committee.
- b) Will be responsible for the general “good and welfare” of the membership and as such will:
  - (1) Send appropriate cards to members reported sick, etc.
  - (2) Send appropriate condolences to the families of members reported deceased.
  - (3) Notify appropriate members who might be able to attend a funeral or other service of a recently deceased member so that the Association may be properly represented.
  - (4) The Chaplain will arrange for Clergy or otherwise see that religious needs are met at Association functions.

## **Section 8 – Trustees**

Shall be elected by a majority vote of the general membership at association reunions. His/Her term of office will be set at 4 years or until the next reunion if no reunion is held in his/her fourth year in office. Trustees may serve as many terms of office as may be approved by the General Membership. The number of Trustees Shall be no less than three but no more than six. Trustee duties are limited to the following:

- a) Set amount of Honorarium for the offices of Secretary, Treasurer and NewsLetter Editor by majority vote of trustees in accordance with the Constitution Article V, Section 7, if honorariums are deemed necessary.
- b) Confirm the nominations made by the President for the offices of Secretary, Treasurer, Supply Sergeant and Chaplain in accordance with the Constitution Article V, Section 4.
- c) Act as arbiters in matters concerning the interpretation of the Constitution and By-Laws.
- d) Ensure an annual audit of the financial books is completed by acting as an audit committee or appointing an audit committee and ensure an audit is completed before any changes in the office of Treasurer.
- e) Approve the selection of honorary members made by the Governing Council or the Commander of the 87th Aerial Port Squadron.
- f) In the case of the President vacating the position by death or resignation, the Trustees alone shall convene and by majority vote select from among the two Vice-Presidents, a new acting President, who shall serve until the next reunion. At that time, a new President shall be elected in accordance with Article 11, Section I of these By Laws.

## **ARTICLE III**

### **DUTIES OF GOVERNING BODY**

**Section 1.** Governing Council. Shall consist of the President, as presiding chairperson, two Vice-Presidents, Treasurer, Supply Sergeant, Editor of The NewsLetter and Chaplain The duties of the Governing Council shall include but not necessarily be limited to:

- a) Provide the general management and supervision of all affairs and activities of the association.
- b) Vote on all matters properly brought before it.
- c) The Council shall have the power to remove from office any elected or appointed officer for just cause. Should the Council, for some reason, be unable to form a quorum for this action, authority will pass to the Trustees.
- d) In event of dismissal, resignation, incapacitation or death of any Elected or Appointed Officer , Council shall have the authority to nominate a replacement to fill the un-expired term of office remaining. The trustees will approve this nomination.
- e) The Council may establish and set up the criteria for life membership.
- f) Shall, at least every four years, review the Constitution and By Laws and submit any recommendations/changes to the general membership at the next reunion following the review for vote and adoption.
- g) The Council may buy, sell, hold, accept as a gift, grant, devise or bequest real and personal property in the name of the association.
- h) Determine the eligibility of potential members and interpret the Constitution and By Laws of the association.
- i) See to the proper business conduct of the association and render reports to the general membership when required or necessary. Any member of the Governing Council shall reserve the right to resign prior to the expiration of his/her term of office by submitting a written resignation to the President.

**Section 2.** Advisory Council to the President. Shall consist of the Commanding Officer or any Chief Master Sergeant of the 87<sup>th</sup> Aerial Port Squadron, the immediate past President of the association and any other person the President feels can provide assistance and guidance to the overall betterment of the association.

## **ARTICLE IV**

### **VOTING/QUORUMS**

**Section 1.** Voting. Except wherein otherwise stated, a majority vote of those present and eligible to vote shall be required to constitute effective action on all matters brought before the Governing Council, Trustees and/ or the general membership.

**Section 2.** Mail Ballots. Mail ballots, when used, shall clearly state the issue at stake, the time within which the membership must act upon it and a specified return date by which the ballot must be received. A majority vote by those members responding by the stated deadline shall constitute effective action. Proxy votes, if used, shall contain the same criteria.

**Section 3.** Quorums. In order to conduct effective business meetings an attendance by two thirds of the Governing Council shall constitute a quorum. Attendance by four members of the Trustees shall constitute a quorum for a meeting of the Trustees. With respect to a "General Membership Session" a majority vote is defined as two thirds of those in attendance at the General Business Session of the Association at the regularly scheduled reunion.

## **ARTICLE V**

### **MISCELLANEOUS**

**Section 1.** Expenditure of Funds. Funds may be expended for the general welfare of the membership at large, for an appropriate gift or award to deserving individuals or for expressions of sympathy or condolence to families of deceased members. Subject to a maximum amount of \$50, this amount will be reviewed and approved at each reunion.

**Section 2.** The income from any accounts shall be used only as authorized by the Governing Council and under no circumstances shall they accrue to the benefit of any officer or member of the association with the sole exception of the payment of honorariums.

**Section 3.** It is intended that the provisions of the Constitution and By Laws be liberally interpreted to accomplish the purpose and objectives of the 87th APSA.

**Section 4.** These By Laws and the Constitution may be changed, amended or repealed by a 2/3's vote of the general membership attending a general business session and eligible to vote.

**Section 5.** Business meetings calling for the election of officers and/or changes to the Constitution and By Laws, shall be closed to all but voting members of the association.

**Section 6.** There shall be no discrimination, as specified under federal law, in or by the Association, including gener, race, religion, or physical ability.

By Laws adopted by vote of the 87<sup>th</sup> APSA  
members at the 2010 Reunion on  
**June 5, 2010**

*Charlie A Hampton*

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President

*Terry L Scott*

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Secretary