

December 14, 2005

Thomas J. Unkle, Commander
Glen Burnie Chapter #13
Disabled American Veterans
527 Munroe Circle
Glen Burnie, MD 21061

Dear Mr. Unkle:

The Constitution and Bylaws for Glen Burnie Chapter #13, Department of Maryland, is hereby approved as of this date.

A copy of this document is being returned to Chapter #13, a copy is being sent to the Department of Maryland, and a copy is being retained in our permanent files here at National Headquarters for future reference.

Sincerely,

COPY

MICHAEL E. DOBMEIER
National Judge Advocate

MED:bgm
Enclosure

c: Department of Maryland

**Disabled American Veterans
Department of Maryland
Glen Burnie Chapter #13**



**Constitution and Bylaws
As revised September 30, 2005**



**I pledge allegiance to the flag
 Of the United States of America,
 And to the republic for which it stands:
 One nation under God, indivisible,
 With liberty and justice for all.**

ARTICLE V – AUTHORITY

Section 1: Chapter 13's administrative affairs shall be vested in the Chapter Executive Committee in emergencies only. All other actions of the Executive Committee must be ratified at the next regular Chapter meeting by a majority vote of Chapter members present and voting.

Section 2: The Chapter Executive Committee shall consist of all elected officers and the Immediate Past Commander. The Adjutant shall act as the Secretary.

Section 3: The Chapter shall conduct an annual election of officers as listed in, and at the time specified in the Chapter Bylaws. With the approval of the Chapter membership the Commander may appoint other officers as necessary to operate the Chapter. Neither the Chapter Commander nor any Chapter Vice Commander may serve as Chapter Adjutant or Treasurer.

ARTICLE VI – AUXILIARY

This Chapter recognizes a DAV Auxiliary, in conformity with the National and Department Constitution and Bylaws of both organizations.

ARTICLE VII - AMENDMENTS

This Constitution may be amended at any Chapter meeting by a vote of two-thirds of the members present and voting, subject to approval of the Department and National Judge Advocates, and effective only after the date of said approval. Any such amendment must have been read at one meeting before the voting date, and written notice that a proposed amendment is to be voted

**Disabled American Veterans
 Glen Burnie Chapter 13**

CONSTITUTION

ARTICLE I - NAME

The name of this Chapter shall be Glen Burnie Chapter 13, Department of Maryland, Disabled American Veterans.

ARTICLE II - PURPOSE

The purpose of Chapter 13 is to build better lives for all of our nation's disabled veterans and their families and, in furtherance of that purpose, to support the programs of the Disabled American Veterans as provided in the National Constitution and Bylaws and the National Executive Committee's Regulations.

ARTICLE III – MEMBERSHIP

Membership in this Chapter shall conform to the requirements in the National Constitution and Bylaws. There shall be no associate, special or honorary memberships in this Chapter.

ARTICLE IV – EXECUTIVE

The executive power of this Chapter shall be vested in the Chapter Commander.

on must have been given to all members at least to days in advance of the voting date.

**DISABLED AMERICAN VETERANS
 GLEN BURNIE CHAPTER 13**

BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1: Chapter 13 recognizes the Disabled American Veterans, incorporated by Act of Congress, and affirms its allegiance and subordination to the National Organization, its Constitution and Bylaws, and all rules, mandates and regulations pursuant thereto. Upon dissolution of the Chapter, the assets remaining after the payment of its debts shall be distributed as provided in Article 6, Section 6.4, Paragraphs 5 and 6, of the National Bylaws.

Section 2: The governing body of this Chapter shall be the Chapter in session, except as otherwise provided in this Constitution and Bylaws.

Section 3: Minutes of Chapter meetings, including those of the Chapter Executive Committee, shall be kept and be available for inspection by any Chapter member.

ARTICLE 2 - CHARTER

Chapter 13's Charter, issued by the National Executive Committee, is its authority to function and it shall be displayed at all regular meetings.

ARTICLE 3 - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall include the elected Chapter officers and the immediate Past Commander.

Section 2: Meetings of the Executive Committee will be called by the Commander, or at the request of a majority of its members made in writing to the Commander.

Section 3: Appointed officers, committee chairmen and other Chapter members may attend the Executive Committee meetings, but without the right to vote.

Section 4: Five members of the Executive Committee shall constitute a quorum.

Section 5: The Executive Committee may act for the Chapter only in emergencies. The Executive Committee shall review all contracts affecting the Chapter and make appropriate recommendations for the membership's approval or disapproval. The Committee is empowered to protect the Chapter's finances and other property and to promote the Chapter's welfare. The Committee shall report its activities and recommendations to the Chapter at the next regular Chapter meeting.

Section 6: The Chapter will adopt, amend, or reject all reports and recommendations the Executive Committee provides.

ARTICLE 4 - QUALIFICATIONS

Chapter members in good standing shall be eligible for any elective or appointive Chapter office, except as may be provided elsewhere in this Constitution and Bylaws.

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Para 5: A Chapter officer report shall be submitted to the Department and National Organizations within 10 days after the installation of newly elected or appointed Chapter officers or in the event of any subsequent change in the Chapter officers during the membership year.

Para 6: There shall be no voting by proxy or voting by absentee ballot.

Section 2, Para 1: The Commander shall be the presiding officer at all Chapter meetings or, in his/her short term absence, the duty will fall to the next highest officer in line of succession who is present. He/She shall maintain order and dispatch such business as may legally come before him/her. He/She shall perform all other duties that may reasonably be incidental to his/her office, including those in this Constitution and Bylaws and in the Official DAV Ritual.

Para 2: The Senior Vice Commander and Junior Vice Commander, in the order named, shall perform the duties of the Commander in the event of his or her long term absence. If the Commander should die, resign or be removed, the same order of authority will be in effect until a new commander is elected. The Senior Vice Commander shall be the Membership Chairman and as such is responsible for campaigns to increase membership.

Para 3: The Adjutant is responsible for keeping the Chapter's records and conducting the Chapter's official correspondence. He or she must keep detailed records of the Chapter's meetings and business affairs. All motions considered should be recorded along with the names of the members who make, second, or speak on motions.

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ARTICLE 5 - OFFICERS

Section 1, Para 1: A member can hold only one elective Chapter office at any one time. A delegate to a National or Department Convention is not holding an "elective office" within the meaning of this Section. An elected officer may also hold an appointive office, and vice versa, except as may otherwise be provided in the National, Department or this Constitution and Bylaws. The same person may hold the office of the Adjutant and Treasurer. The Service Officer may hold any other elective or appointive office. Only members in good standing may:

- Be nominated for or hold office in the Chapter, Department, or National organizations.
- Serve as a delegate to State or National conventions.
- Be allowed to vote on any Chapter matter.

Para 2: The Chapter shall elect annually a Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain, Judge Advocate, Officer-of-the-Day, and Sergeant-at-Arms. Neither the Commander nor any Vice Commander may serve as Chapter Adjutant or Treasurer.

Para 3: The Commander, with the Chapter's approval, shall appoint the Adjutant and the Chapter committees.

Para 4: The Commander, with the Chapter's approval, may appoint a Historian, a Service Officer and other officers as necessary.

The Adjutant is responsible for the membership records and should make certain they are kept up to date. At each business meeting, the Adjutant should read the minutes of the preceding meeting and ensure that a motion of approval or rejection is passed. At each meeting, the Adjutant should read, or paraphrase as appropriate, all correspondence received between meetings and see that all matters requiring action by the Chapter are properly disposed of. The Adjutant shall work closely with the Commander, Treasurer, and other Chapter officers in order to efficiently carry out the duties of his office.

Para 4: The Treasurer shall keep an accurate record of all monies received and disbursed and shall deposit any monies received as soon as possible. The Treasurer shall make a report on Chapter finances at each meeting and records shall be open to any member when a request is made in writing through the Executive Committee. An annual financial report, in accordance with the requirements of the National Bylaws, shall be submitted to the Department/National Organization within 90 days after the close of the accounting year. He or she shall make authorized disbursements only by checks signed by himself or herself and countersigned by the Commander or the Senior Vice Commander.

Para 5: The Senior Vice Commander shall perform the duties of his or her station as set forth in the Official DAV Ritual. He or she shall encourage friendship, discourage discord, and promote harmony among Chapter members. Subject to the direction of the Chapter, he or she shall act as the Chairman of membership recruitment to the end that every eligible veteran may become a member.

Para 6: The Junior Vice Commander shall perform the duties of his/her station as set forth in the Official DAV

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Ritual. He or she shall at all times encourage loyalty to the United States of America, to the DAV, and to the members of the Chapter. Subject to the direction of the Chapter, he or she may act as Chairman of the Chapter's Americanism activities.

Para 7: The Chaplain shall perform the duties of his or her station as set forth in the Official DAV Ritual. He or she shall visit the sick and comfort the families of those members who pass away. He or she shall be responsible for encouraging attendance at DAV conducted funerals and the proper conduct thereof. Subject to the direction of the Chapter, he or she shall act as Hospital Visitation Chairman.

Para 8: The Historian shall keep a brief history of the Chapter's activities during his or her term of office as a permanent Chapter record.

Para 9: The Service Officer shall advise and assist disabled veterans and their dependents in the preparation and processing of claims for benefits from any governmental agency. He or she may also assist them in securing suitable, gainful employment.

Para 10: When the Commander requests, the Judge Advocate shall render an opinion on all parliamentary questions, on any questions arising from disputes on the floor of the assembly, on the interpretation of this Constitution and Bylaws or the Constitution and Bylaws of the National or Department organizations. Upon receipt of his or her opinion, the Commander (or presiding officer, if the Commander is not in the chair) shall announce his or her ruling or decision, which need not be in accordance with the opinion of the Judge Advocate.

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standing who attend the February meeting may vote. Voting shall be by voice vote or by written ballot.

Section 2: Elected and appointed officers shall be installed within 30 days. They shall serve for one year or until newly elected or appointed officers have been installed.

Section 3, Para 1: Unexcused absence of any officer from three consecutive meetings shall be cause for removal by the Chapter. The Commander is empowered to appoint a Chapter member to serve the unexpired term, subject to the approval of the Chapter.

Para 2: In the event the office of Commander shall be vacated for any reason, the Senior Vice Commander shall be elevated to Commander, Junior Vice Commander to Senior Vice Commander and the vacancy filled as outlined in Para 1 of this Section.

Section 4: A majority vote of Chapter members present and voting is required to elect a candidate for any Chapter office, including delegates or alternates to a State or National Convention.

ARTICLE 7 - MEMBERSHIP

Section 1: No new applicant shall be denied Chapter membership if he or she meets the eligibility requirements in the National Constitution and Bylaws.

Section 2: Only members of the Chapter in good standing are eligible to vote on any motion or at any election.

Section 3: Members of other Chapters may transfer into

Such decision shall be final and binding upon the Chapter unless:

- Overruled by a two-thirds vote of the members at the meeting during which the decision is announced, or
- Reversed upon appeal to the Department within 30 days after such decision is made known.

Para 11: The Officer-of-the-Day shall perform the duties of his or her office as set forth in the Official DAV Ritual. He or she shall welcome all visitors and see that each is properly introduced.

Para 12: The Sergeant-at-Arms shall perform the duties of his or her office as set forth in the Official DAV Ritual.

Para 13: In addition to the foregoing, the respective Chapter officers shall faithfully perform any other duties the Chapter may properly assign them.

Section 3: All officers are responsible for Chapter property pertaining to their duties. Upon election, or appointment, and installation of the successor to any Chapter office, his or her predecessor shall surrender any Chapter property to the newly installed officer.

ARTICLE 6 - TENURE OF OFFICE

Section 1: Chapter officers shall be nominated during the January meeting and again immediately prior to the February election meeting. Only members in good

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Chapter 13 with the approval of its membership.

ARTICLE 8 - FINANCES

Section 1: The Treasurer or other authorized Chapter officer shall deposit all monies in the name of the Chapter and shall countersign all checks with the Commander or one other authorized Chapter officer.

Section 2: The Treasurer or other designated Chapter officer shall be charged with handling normal finances in the operation of the Chapter.

Section 3: Membership dues shall be as provided in the National Bylaws.

ARTICLE 9 - MEETINGS

Section 1: Regular Chapter meetings will be held at 7 P.M. on the first Thursday of every month; however, the Commander may occasionally adjust the meeting time.

Section 2: The Commander may call special Chapter meetings when deemed necessary or when requested to do so by at least seven members in good standing. The purpose of a special meeting must be clearly stated and no other business will be conducted. Notice of a special meeting must be mailed to the membership at least 10 days before the meeting is to be held.

Section 3: Rules of Chapter meetings are as follows:

RULE 1. A quorum shall consist of seven members in good standing, of which at least two must be elected Chapter officers.

RULE 2. Robert's Rules of Order, Revised, shall govern the Chapter in all cases where applicable and where consistent with this Constitution and Bylaws, the Department's and the National Constitution and Bylaws.

RULE 3. Discussion of personal grievances shall not be in order on the floor unless introduced by the Grievance Committee or other Committee having the authority to consider such matters.

RULE 4. Matters concerning only an individual member's personal interest shall not be in order but may be taken before the proper Committee.

RULE 5. Voting shall be by voice unless otherwise requested by at least seven members.

ARTICLE 10 - COMMITTEES

Section 1: Each year the Commander will appoint the following committees with the number of members deemed necessary:

- Audit Committee
- Entertainment Committee
- Forget-Me-Not Committee
- Hospital Committee
- Installation Committee
- Legislative Committee
- Membership Committee
- Nominating Committee
- Other committees deemed necessary

National Bylaws shall govern all matters relating to charges, trials, and suspensions.

Section 3: Upon written request the Commander may authorize at his or her discretion payments up to \$100.00 to eligible agencies on behalf of a needy veteran or his or her family. The Executive Committee shall review and record all such discretionary payments in the Committee Minutes. The Chapter may authorize payments over \$100.00 to eligible agencies or persons as follows:

- Requests for funds must be in writing.
- The Executive Committee must review such requests and recommend the Chapter's approval or disapproval.
- Approval of payments to eligible agencies may be granted by a majority vote. Approval of payments to eligible persons may be granted only by a unanimous vote.

ARTICLE 12 -- MISCELLANEOUS

Section 1, Para 1: These Bylaws may be amended at a regular Chapter meeting by a vote of two-thirds of the members present, subject to approval of the Department and National Judge Advocates, if:

- The proposed amendment shall have been in writing and read one meeting before the voting date, and
- Written notice that a proposed amendment is to be voted upon shall have been given to all members at

Section 2: All Chapter committees will meet at the call of the Chairman or Commander, or as otherwise provided in this Constitution and Bylaws.

Section 3: The Audit Committee will be composed of at least three Chapter members, excluding the Commander, Senior Vice Commander, Treasurer, and Adjutant. This Committee shall conduct an annual audit in accordance with the requirements of the National Bylaws.

Section 4: The Nominating Committee shall present a proposed slate of officials for the coming year at the January meeting. Nominations from the floor will be accepted prior to the election at the February meeting.

Section 4 : The Commander shall be an ex-officio member of all committees.

ARTICLE 11 - RESTRICTIONS

Section 1: The Executive Committee may declare any Executive Committee office vacant:

- Whose holder has unexcused absences from two consecutive Executive Committee meetings, or
- Whose holder has unexcused absences from three consecutive Chapter meetings, or
- Whose holder becomes delinquent in dues payments.

Section 2: The Chapter at any regular meeting may by a two-thirds vote declare any office vacant wherein the incumbent fails to perform the duties of the office. The

least 10 days before the voting date.

Para 2: A copy of this Constitution and Bylaws shall be properly affixed to the back of the framed Charter to prevent its loss and in order that it may always be available for reference.

Para 3: To the extent which any of the provisions of this Constitution and Bylaws are in conflict with the Constitution and Bylaws, lawful mandates, decisions and regulations of either the Department or the National Organization, this instrument shall be deemed amended so as to conform thereto.

Section 2: All disciplinary actions shall be conducted in accordance with Article 16 of the National Bylaws and applicable Regulations of the National Executive Committee.

Attest:

Charles A. Clayton
Chapter Adjutant

Robert S. Wright
Chapter Commander

Robert S. Wright
Department Judge Advocate

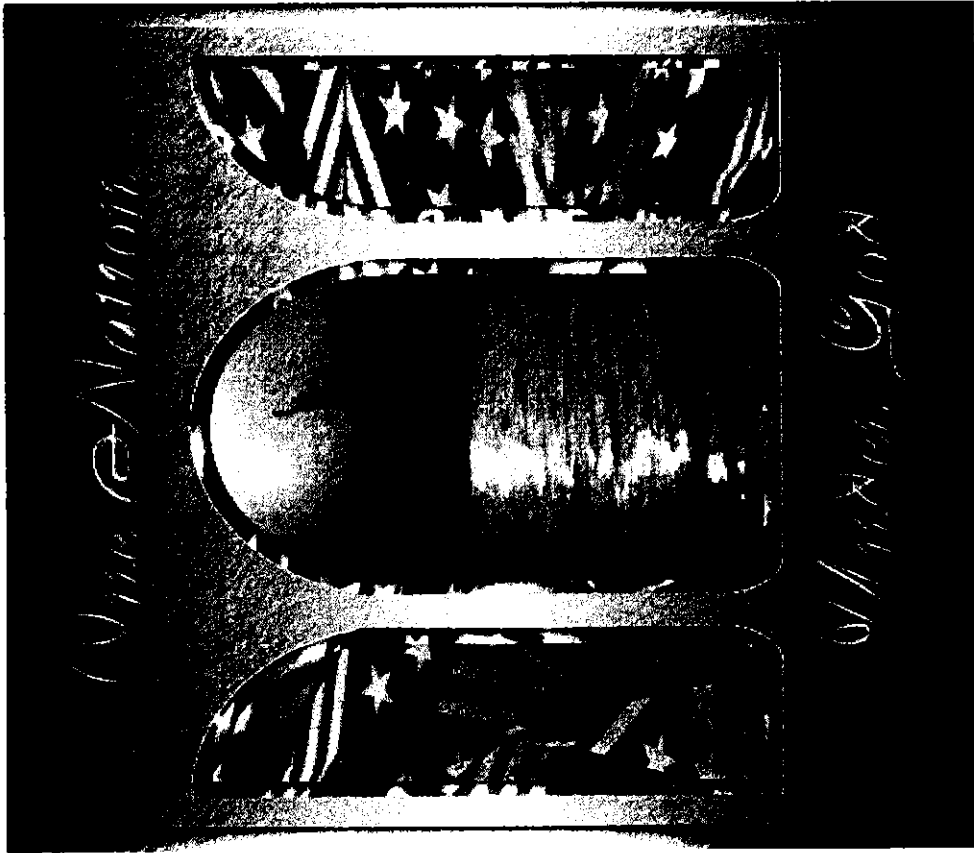
National Judge Advocate

Department Adjutant

Department Commander

I CERTIFY that the within constitution and/or by-laws does not conflict with those of the National Organization, and to that extent, is approved.

DATE: *M. Johnson*
DAV National Judge Advocate 12-14-05



One Nation

Under God