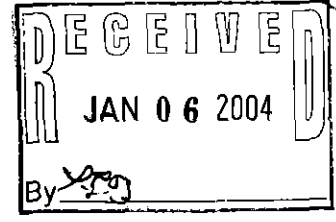


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CONSTITUTION AND BYLAWS OF
DISABLED AMERICAN VETERANS
TOWSON CHAPTER #18
TOWSON, MARYLAND

OK BY
EDWARD G. GAHAN
SEPT 24 - 2001



CONSTITUTION

ARTICLE I - NAME

The name of this Chapter shall be Towson Chapter #18, Department of Maryland, Disabled American Veterans.

ARTICLE II - PURPOSE

The purpose of this chapter is to support the program of the Disabled American Veterans as defined in the National Constitution and Bylaws.

ARTICLE III - MEMBERSHIP

Membership in this Chapter shall conform with the requirements as set forth in the National Constitution and Bylaws.

ARTICLE IV - ADMINISTRATION

Section 1: The administrative affairs of this Chapter shall be vested in the Executive Committee in emergencies only and all other actions of the Executive Committee must be ratified by a simple majority vote of the Chapter.

Section 2: The Executive Committee shall be composed of the Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, all other elected Chapter Officers and four (4) Executive Committeemen as described in Article 3, Section 1.

Section 3: At the time specified, the Chapter shall elect a Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain and such other officers as may be necessary to operate the Chapter.

ARTICLE V - EXECUTIVE

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

ARTICLE VI - AUXILIARY

This Chapter recognizes a women's Auxiliary, subject only to such supervision as conforms 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 two-thirds majority vote of those present and voting, subject to approval of the Department and National Judge Advocate, and effective only after date of this approval, provided that any such amendment is read at two (2) meetings and that all members were notified of the proposed change prior to each of the two (2) meetings.

BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1: Governing body of this Chapter shall be the Chapter in session, except as provided in the Constitution.

Section 2: Records of the proceedings of the Chapter and Executive Committee shall be kept and be open for inspection to any member in good standing.

ARTICLE 2 - CHARTER

The Charter of this Chapter, issued by the National Department, is its authority to function and shall be displayed behind the Commander's station at all regular meetings.

ARTICLE 3 - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall be composed of the Commander, the Vice Commander(s), the Treasurer, the Chaplain and four (4) Chapter Executive Committeemen, the latter to be elected from Chapter members in good standing in accordance with "Nominations and Elections." Four (4) such committeemen shall be elected at each annual Chapter election. The Historian shall be an ex-officio member, but without vote. The Committee shall elect its own Chairman from its membership, who shall not be the Commander. None of the four (4) Chapter Executive Committeemen shall hold any other elective office in this Chapter.

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

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

Section 4: A majority of members shall constitute a quorum.

Section 5: The Executive Committee may act for the Chapter only in emergencies and at all other times shall recommend courses of action to the Chapter in session.

Article 3. (Continued)

Section 6: The Executive Committee shall make recommendations to the Chapter, from time to time, which it believes will be of benefit to the Chapter.

Section 7: This Committee shall also act as a Resolution Committee, and no resolution shall be adopted by the Chapter unless first submitted to the Executive Committee for its recommendations, except by a three-fourths affirmative Chapter vote.

Section 8: In the event this Committee fails to make recommendations upon any matter referred to it, within a reasonable time, the Chapter by majority vote, may act upon such matter without receiving the recommendations of the Committee.

Section 9: The minutes of each meeting of the Executive Committee shall be read at the next following regular Chapter meeting, by the Adjutant. The approval of the minutes, by the Chapter, shall constitute an approval of the recommendations and actions taken by the Executive Committee as reported in such minutes. When the minutes are read, any Chapter member may request that any part thereof be discussed or voted upon, separately.

Section 10: The Executive Committee shall hold one regular meeting each month on the first Tuesday at a time and location to be set by the Chairman and may hold special meetings upon the call of the Chairman or the Commander, or any three members who may request the same, in writing. Notice of the time and place of the Committee not less than 48 hours prior to the holding thereof except with the unanimous consent of all members of the Committee. A majority of the members of the Committee shall be a quorum.

Section 11: Any one or more of the four Chapter Executive Committeemen may be removed from office and the vacancy filled as provided in Article 6, Section 3, Paragraph 1 of these bylaws.

Section 12: One of the purposes for the creation and continuance of the Executive Committee shall be to provide a means for the discussion of routine and other business affairs of the Chapter and to make recommendations of desired action, to reduce the time which might otherwise be consumed during Chapter meetings in such discussion, and thus assist in streamlining Chapter meetings and to provide for earlier adjournment and time for entertainment and social activities, but leaving in the hands of the Chapter the sole power to approve or disapprove such recommendations, or to act, in whole or in part, contrary thereto, the Chapter to retain the final right of action.

ARTICLE 4 - OFFICERS

Section 1.

- Para. 1: The Chapter shall elect a Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, Chaplain and such other officers as may be necessary to operate the Chapter.
- Para. 2: The Commander shall appoint the adjutant, committee chairmen and members (with the exception of the Nominating Committee) and such other officers as are necessary to carry out the business of the Chapter.

Section 2.

- Para. 1: The Commander shall be the presiding officer and in his absence, the duty will fall to the next highest officer in line of succession who is present.
- Para. 2: The Senior Vice Commander shall be the Membership Chairman and as such is responsible for campaigns to increase membership.
- Para. 3: The Treasurer or other designated officer shall keep an accurate record of all monies received and disbursed and shall deposit any monies received as soon as possible. He shall make a report on 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 shall be submitted to the State Department and National Organizations within thirty (30) days after the close of the accounting year of the Chapter.

Section 3.

- Para. 1: The appointive officers of this Chapter shall consist of an Adjutant, Historian, Service Officer, Judge Advocate, Sergeant-at-Arms, Officer-of-the-Day, (2) Color Guards, who shall be appointed by the Commander with the approval of the Chapter. The Adjutant may also hold office as Treasurer, if so elected.

Article 4, Section 3. (Continued)

- Para. 2: The Commander, or in this absence the next highest officer, shall preside at all regular or special meetings of the Chapter. He shall maintain order and dispatch such business as may legally come before him. All checks or vouchers issued by the Chapter Treasurer must be countersigned by the Commander. He shall perform all other duties that may reasonably be assumed to be incidental to his office, including those set forth in this Constitution and Bylaws and in the Official DAV Ritual, and such other duties as may be lawfully delegated to him by the Chapter.
- Para. 3: The Senior Vice Commander, Junior Vice Commander, Chaplain and Historian, in the order named, shall perform the duties of the Commander in the event of his absence. If the Commander should die, resign or be removed, the same order of authority would hold until a new Commander is elected.
- Para. 4: The Adjutant is responsible for keeping the Chapter's records and conducting the Chapter's official correspondence. He must keep detailed records of the Chapter's meetings and business affairs. All motions considered by the Chapter should be recorded along with the names of the members who make or second them. All monies received or spent by the Chapter must be recorded in his bookkeeping records. (Official minute books and bookkeeping records may be obtained from the Order Department of National Headquarters.)
- Para. 5: The Adjutant is responsible for the membership records and should make certain that they are kept up to date.
- Para. 6: Meeting notices should be mailed to all Chapter members at least a week before the meeting. If a special meeting is to be called, the reason for the meeting should be stated on the meeting notice.
- Para. 7: At each business meeting, the Adjutant should read the minutes of the preceding meetings and make sure that a motion of acceptance or rejection is passed.
- Para. 8: At each Chapter meeting, the Adjutant should read all correspondence received between meetings and see that all matters which require action by the Chapter are properly disposed of. He should answer all correspondence promptly and file copies of his answers with the Chapter records.

Article 4, Section 3 (continued)

- Para. 9. The Adjutant must work closely with the Commander, Treasurer, and other Chapter officers in order to efficiently carry out his duties.
- Para. 10. The Treasurer shall receive and immediately deposit all monies in a bank account in the name of the Chapter without any deductions of offsets. He shall make authorized disbursements only by checks or vouchers signed by himself and countersigned by the Commander. He shall keep a system of accounts approved by the Chapter and shall preserve all receipts and checks or vouchers for payments made. He shall render a monthly report of receipts and expenditures to the Chapter not later than the first regular Chapter meeting following the last day of each calendar month. An annual financial report shall be submitted to the State Department and National Organization Within thirty (30) days after the close of the accounting year of the Chapter. This report shall have been audited and approved by the Auditing Committee.
- Para. 11. The Senior Vice Commander shall perform the duties of his station as set forth in the Official DAV Ritual. He shall encourage friendship among the members of this Organization, discourage discord, and promote harmony. Subject to the direction of the Chapter, He shall act as Chairman of membership solicitation activities to the end that every eligible veteran may become a member. With the approval of the Chapter, the Senior Vice Commander may appoint one or more members to assist him in such membership activities.
- Para. 12. The Junior Vice Commander shall perform the duties of his station as set forth in the Official DAV Ritual. He shall see that every member is given a reasonable opportunity to state his views on any subject under discussion in a meeting of the Chapter, not inconsistent with this Constitution and Bylaws or Robert's Rules of Order. He 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 shall act as Chairman of the Americanism activities of the Chapter and, with the approval of the Chapter may appoint one or more members to assist him as such Chairman.

Article 4, Section 3 (continued)

- Para. 13. The Chaplain shall perform the duties of his station as set forth in the Official DAV Ritual. He shall visit the sick and comfort the families of those members who pass away. He shall be responsible for encouraging attendance at DAV conducted funerals and the proper conduct thereof. Subject to the direction of the Chapter he shall act as Hospital Visitation Chairman and, with the approval of the Chapter, may appoint one or more members to assist him as such Chairman.
- Para. 14. The Historian shall keep a brief history of the activities of the Chapter during his term of office, to be kept as a permanent record of the Chapter. He shall also act as Publicity Officer of the Chapter and regularly furnish proper publicity materials to local newspapers, radio stations and television outlets, as well as official DAV National and Department publications, with the approval of the Commander. No other member shall cause any publicity to be given to any Chapter activity of concerning the Chapter with the approval of the Chapter.
- Para. 15. The Service Officer shall advise and assist veterans disabled in line of duty during time of war, and their dependents, in the technical preparation and prosecution of their equitable claims for benefits from any governmental agency. He shall also assist them in securing suitable, gainful employment or refer those eligible to a National Service Officer for assistance and follow-up to insure satisfactory assistance was rendered.
- Para. 16. The Judge Advocate, upon the request of the Commander of the Chapter, shall render an opinion upon all parliamentary questions, upon any question arising out of any dispute upon the floor of the assembly, or concerning the interpretation of this Constitution and Bylaws, or the Constitution or Bylaws of the National or Department organizations. Upon receipt of his opinion, the Commander (or presiding officer, if the Commander is not in the chair) shall announce his ruling or decision, which need not be in accordance with the opinion of the Judge Advocate. Such decision shall be final and binding upon the Chapter unless (1) overruled by a two-thirds vote of the members at the meeting during which decision is announced, or (2) reversed upon an appeal taken to the next higher governing body within thirty (30) days after such decision is made known.

Article 4, Section 3 (continued)

- Para. 17. The Officer-of-the -Day shall perform the duties of his office as set forth in the Official DAV Ritual. He shall welcome all visitors and see that each is properly introduced.
- Para. 18. The Sergeant-at-Arms and the Color Guards shall perform the duties of their respective offices as set forth in the Official DAV Ritual.
- Para. 19. In addition to the foregoing, the respective Chapter officers shall faithfully perform and carry out such other duties as may be properly assigned to them from time to time by the Chapter.
- Para. 20. 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 except as otherwise provided herein; an elected officer, may also hold an appointive office, and vice versa.
- Para. 21. The office of the Adjutant and Treasurer may be held by the same person. The Service Officer may hold any elective or appointive office. Neither the Commander nor the Vice Commander shall hold the office of Adjutant.
- Para. 22. By accepting any elective or appointive office, a member agrees that his services shall be rendered gratuitously and that he shall not be entitled to reimbursement for any sums advanced, incurred or spent unless expressly authorized by the Chapter at a regular Chapter meeting. No chairman, committeeman,, Chapter officer or other Chapter member shall have the power or authority to incur any expense or obligation or bind the Chapter, unless by prior express approval of the Chapter, evidenced by a majority vote at a regular meeting. A member by accepting any elective or appointive office, promises and agrees to perform the duties of such office or appointment to the best of his ability; to act and conduct himself in such manner, at all times and places, as will only affect the good of the Organization;
To enforce and sustain this Constitution and Bylaws, and the Constitution and Bylaws of the National and Department organizations; and when his successor has been duly elected or appointed, to surrender to him with notice or demand all the records and other property of the Chapter of the Organization in this possession or under his control.

ARTICLE 5 - QUALIFICATIONS

Section 1: Any person who is a member in good standing shall be eligible to any elective or appointive office in this Chapter.

ARTICLE 6 - TENURE OF OFFICE

Section 1: Officers shall be nominated during the January meeting and again immediately prior to the February election meeting.

Section 2: Elected and appointed officers shall be installed prior to the Department Convention each year. They shall serve for one (1) year or until newly elected or appointed officers have been installed.

Section 3.

Para. 1: Un-excused absence of any officer from three(3) consecutive meetings shall be cause for removal and the Commander is empowered to appoint a member to serve the unexpired term, with 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.

Section 4: It shall require a majority of votes to elect a candidate for any office. It shall also require a majority of votes cast to elect delegates or alternates to a State or National Convention. However, if there are less delegates and alternates than the number to which the Chapter is entitled, then all such candidates nominated for delegate or alternate shall be declared elected.

ARTICLE 7 - MEMBERSHIP

Section 1: Applicants for membership shall be investigated by the membership committee and a report made to the Chapter at the next regular meeting.

Section 2: The same procedure shall apply to transfers.

Section 3: Only members in good standing are eligible to vote on any motion or election.

Article 7 -Membership (continued)

Section 4: No applicant shall be denied Chapter membership if he meets the eligibility requirements as set forth in the National Constitution and Bylaws.

Section 5: Annual and life members may secure a transfer of membership upon the approval of the Chapter.

ARTICLE 8 - FINANCES

Section 1: The Treasurer or other designated officer shall deposit all monies in the name of the Chapter and shall co-sign with the Commander or one other officer on all checks.

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

Section 3: Annual Dues in this Chapter shall be as the Chapter may direct but every effort will be made to encourage annual members to upgrade to life membership.

Section 4: The officer(s) having custody of the funds of this Chapter shall at all times be bonded through National Headquarters and the bond premium paid in accordance with the National Bylaws, by National Headquarters.

ARTICLE 9 - MEETINGS

Section 1: Chapter meetings shall be held at least once each month. Meeting dates are to be set by majority vote of the Chapter in session.

Section 2: Place and time of meeting shall be determined by the desires of the Chapter.

Section 3: Rules of Chapter meetings shall be as follows:

- Rule 1. A quorum shall consist of five (5) members in good standing.
- Rule 2. Robert's Rules of Order, Revised, will govern except as hereafter specifically stated.
- Rule 3. Discussion of personal grievances will not be in order on the floor unless brought out by the Grievance Committee.

Article 9 section 3 (continued)

- Rule 4. Matters concerning the individual only with respect to his own personal interest, shall not be in order but may be taken before the proper committee.
- Rule 5. Voting shall be voice unless otherwise requested by at least seven (7) members.

Section 4: The Chapter Auxiliary shall be encouraged to join the Chapter for opening and closing ceremonies at all Chapter meeting and for such business as may be appropriate as determined by a majority vote of the Chapter.

ARTICLE 10 - COMMITTEES

Section 1: All committees will meet at the call of the Chairman or Commander.

Section 2: Committees shall consist of not less than three (3) nor more than seven (7) members (except as otherwise herein provided), Including the Chairman, and shall be appointed by the Commander with approval of the Chapter (except as otherwise herein provided).

Section 3: The Chapter Commander shall be a non-voting member of all committees with the exception of the Nominating Committee which shall be elected by the Chapter.

Section 4: The Chapter Auxiliary shall be authorized a non-voting liaison member on each Chapter Committee.

ARTICLE 11 - MISCELLANEOUS

Section 1.

- Para. 1. These Bylaws may be amended at any Chapter meeting by a two-thirds majority vote of those present and voting, Subject to approval of the Department and National Judge Advocate, and effective only after date of this approval, provided that any such amendment is read at tow (2) meetings and that all members were notified of the proposed change prior to each of the two (2) meetings.

Article 11, Section 1, (continued)

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

Para. 3. To the extent to which the provisions of this Constitution and Bylaws are or may at any time become inconsistent with the provisions of the Constitution and Bylaws and lawful mandates, decisions and regulations of either the State or National Departments, as now in force or as hereafter amended or adopted, this instrument shall be deemed amended so as to conform thereto.

Section 2: All disciplinary actions will be handled in accordance with Article 16 of the National Bylaws.

ARTICLE 12 - FOUNDING FATHER

Special recognition shall be given at the Annual installation of Officers to our Founding Father, Comrade Frederick M. Knorr of D.A.V. Chapter 24 of the Department of Maryland. Subsequently, the annual presentation of the Frederick M. Knorr Award for Outstanding Chapter or Auxiliary member will be made.

ATTEST: Elinor K. Brookman
JUDGE ADVOCATE (CHAPTER)

Adopted after this second and final reading,
this 17th Day of SEPTEMBER, 2001.

John H. Alexander
ADJUTANT (CHAPTER) DAV #18

Joseph K. K... ..
COMMANDER (CHAPTER)

Edward L. Handy, Jr.
DEPARTMENT JUDGE ADVOCATE
09/19/01

Edward G. Galien
NATIONAL JUDGE ADVOCATE

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: 9-24-01