

ATTACHMENT 12, SAMPLE WOA AUXILIARY CHAPTER BYLAWS

THE BYLAWS FOR
CHAPTER _____ AUXILIARY

PREAMBLE

With reverence for God and country and being ever mindful of the glorious traditions of the United States Army, our duty to uphold and defend the Constitution of the United States of America, our responsibility to aid in maintaining adequate defense for our beloved country, our desire to assist in obtaining the highest caliber of men and women for our Army, our interest in the welfare of persons who served and are serving in the Army, our devotion to our fellow soldiers in good fortune or distress, and our reverence for the memory of our departed comrades, we unite to further the aims and objectives of this Association.

ARTICLE I - NAME

The name of the organization shall be the _____ Auxiliary of the United States Army Warrant Officers Association hereinafter referred to as the Chapter Auxiliary.

ARTICLE II - OBJECTIVE

The objectives of the Auxiliary shall be to support a military policy for the United States that will provide adequate National Security and to promote the development and execution thereof, namely:

1. To extend the aims of the United States Army Warrant Officers Association (here after referred to as USAWOA) by dissemination of information on adequate national security, especially to spouses and friends of USAWOA members.
2. To coordinate and cooperate in all activities of USAWOA, when requested to do so.
3. To assist in the promotion of legislature sponsored by USAWOA.
4. To further acquaintances among families of Warrant Officers.

ARTICLE III - MEMBERSHIP

Section 1. DOD Policy: The WOAUX fully supports the Department of Defense (DOD) policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, sex, religion, or national origin. This WOAUX will not accept invitation from, nor participate in any activity or organization that does not conform to this DOD policy.

Section 2. Classification:

- a. Chapter WOAUX Membership (Active)

The WOAUX shall have only one class of voting member, that of a Chapter WOAUX member. Eligibility for Chapter WOAUX membership shall be extended to spouses of members of USAWOA. Active WOAUX members shall have the right to hold office in the Chapter WOAUX.

b. Associate Membership:

The WOAUX Associate membership may be extended to persons, not otherwise eligible for regular membership, but who have objectives in accordance with those of the Chapter WOAUX and who have demonstrated dedication to it. Friends of Active or Associated USAWOA members are also eligible for Associate membership. Associate members have the same privileges and obligations as Active WOAUX members except to vote or hold offices.

ARTICLE IV - DUES

WOAUX dues structure shall be determined by the Chapter WOAUX membership. Approval for initial dues structure and each subsequent change thereto, must be obtained from the USAWOA national headquarters before such changes are implemented.

ARTICLE V - ORGANIZATION

Section 1. Governing Policies: The Chapter WOAUX shall be governed by the USAWOA Articles of Incorporation and Bylaws. It may adopt bylaws governing internal organization and operations providing the bylaws do not conflict with those of USAWOA. Local WOAUX chapters may adopt local bylaws governing internal organization and operation of the chapter, subject to ratification by the governing body of the local USAWOA chapter, if one exists. It shall continue to be local chapter business until such time that the WOAUX is an approved national organization. If no local USAWOA chapter exists then ratification shall be by the National BOD.

Section 2. Chapter WOAUX Clubs and Other Activities: The Chapter WOAUX will not endorse or sponsor a club or enterprise involving finances unless such club or enterprise is in compliance with laws and or regulations of the local post community, state or host country, and prior to being placed in operation. The Chapter WOAUX will also publish guidelines that will assure the integrity of the Chapter, USAWOA and the Army. Copies of such agreements and guidelines will be provided the USAWOA national headquarters.

ARTICLE VI - OFFICERS

Section 1. Qualifications: Any Active Chapter WOAUX member may be elected or appointed to hold office. No member shall hold more than one office at a time.

Section 2. Officers: The officers of a WOAUX chapter shall be an elected President, and Vice President, and an appointed Secretary, and Treasurer (the secretary/treasurer duties may be combined into one office). These officers shall be elected/appointed at the date

and place as promulgated in the WOAUX Chapter Bylaws.

Section 3. Term of Office: The officers elected/appointed, shall serve for a term of approximately one (1) year or until their successors are elected/appointed. The officers elected are not eligible to serve more than two (2) consecutive terms in the same elected office.

Section 4. Rosters of Officers: The name, addresses and telephone numbers of newly elected/appointed Presidents, Vice Presidents, Secretaries, and Treasurers shall be reported by the Chapter WOAUX Secretary to the USAWOA sponsoring chapter, region, and National USAWOA headquarters immediately following elections.

Section 5. Vacancies in Office: In the event of death, resignation, removal through disqualification or otherwise of any of the officers named in this Bylaw, the office which he/she had held shall be deemed to be vacant and a successor thereto shall be elected/appointed by the WOAUX Chapter membership. Except for the office of president, in which case, the vice-president shall succeed to the presidency, with full rights, authority, and responsibility of the office. A new vice president will be elected by the appropriate governing body from the WOAUX Chapter membership. Vacancies occurring as mentioned in a. and b. above shall be filled by election/appointment at the next WOAUX Chapter meeting. Voting shall be limited to the membership present only, and the candidate receiving the majority vote shall be declared elected/appointed to the vacant office.

Section 6. Duties of Officers:

a. Chapter WOAUX President: The President shall preside over all Chapter WOAUX meetings; carry out the mandates of the Chapter WOAUX and enforce the provisions of these Bylaws and the Articles of Incorporation and Bylaws of USAWOA. In addition, he/she shall represent the Chapter in all matters pertaining to its affairs. He/she shall appoint all committees and the Secretary and Treasurer.

b. Chapter WOAUX Vice President: The Chapter WOAUX Vice President shall act as a representative of the President on all matters referred by the President. He/she shall, at the request of, or in the absence of the President, preside over Chapter WOAUX meetings. The Vice President shall be the General Committee Chairman.

c. Chapter WOAUX Secretary: The Chapter WOAUX Secretary shall be charged with keeping all administrative records, minutes of meetings, distribution of literature and notices, and such other duties as prescribed by the President. The Chapter WOAUX Secretary will forward meeting minutes to the Region WOAUX Coordinator.

d. Chapter WOAUX Treasurer: The Chapter WOAUX Treasurer shall be charged with the financial records of the Chapter. He/she shall be responsible for prompt payment of all Chapter WOAUX obligations from Chapter WOAUX funds. He/she shall comply generally with the financial instructions of the National Headquarters.

Section 7. Removal of Officers: Any elected or appointed officer of the Chapter WOAUX not attending three (3) consecutive meetings of the chapter without just cause, i.e., family emergency, illness, etc., may be removed from office by a vote of two thirds of the members present and eligible to vote at a regular chapter WOAUX meeting. The officer whose status as an officer is in question under the provisions of this section shall be given ten (10) days notification by the Chapter WOAUX President. Any officer subject to removal under provisions of this section shall have the right to present any arguments or testimony to the membership.

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Such officers shall also have the right to have a fellow member, or group of members, appear before the membership in his/her behalf.

ARTICLE VII - MEETINGS

Section 1. Types of Meetings:

- a. Regular: The Chapter WOAUX shall hold regular meetings at least once each month. The time and place for regular meetings will be determined by a majority affirmative vote of the general membership.
- b. Special: The chapter WOAUX may have special meetings if called by the President.
- c. Annual: An annual meeting will be held once each year for the purpose of electing officers. This may be in conjunction with a regular meeting.

Section 2. Notification of Meetings: Notification of meetings shall be timely. Five days are recommended.

Section 3. Quorum: Consists of 3 members, exclusive of chapter WOAUX officers. A quorum must be present to constitute a quorum. The quorum must exist prior to the conduct of official business.

Section 4. Order of Business:

- a. Pledge of Allegiance
- b. Invocation.
- c. Constitution of quorum.
- d. Reading and approval of minutes of previous meeting.
- e. Reading and approval of Treasurer's report.
- f. Communications and announcements.

- g. Old business.
- h. New business.
- i. Adjournment.

ARTICLE VIII - AMENDMENTS

- a. In order to preserve the integrity of these standard Bylaws and their applicability to all Chapters WOAUX, the proposed amendments must not be in conflict with the applicable local, state, federal or other governmental laws or regulations.
- b. The Amendment(s) may be adopted into the bylaws by using the procedures outlined in Article V, Section 1.

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