

BY-LAWS

Article 1 - Meetings

Section 1. The regular meetings of the Chapter shall be on the third Tuesday of each month, at 2:00 P.M.; unless some such meeting is omitted by previous Chapter vote, or by action of the Chapter Executive Committee, with due and reasonable notice to members. The regular meeting in October shall be the Annual Meeting, including nomination of officers; in November, the election of officers; and in December, the installation of officers.

Section 2. The President shall call special meetings of the Chapter when deemed necessary, or upon written request of one-tenth of the Chapter members, stating the nature of the business for which the meeting is called. Notice of all special meetings shall be given in writing and mailed to every member at his last known address or delivered personally, at least ten days before such meeting.

Section 3. A quorum shall consist of ⁵~~ten~~ active Chapter members; but less than a quorum may adjourn to meet at a future date, of which due notice shall be given.

Article 2 - Order of Business

The following shall be the order of business at all regular meetings of the Chapter:

1. Prayer, silent or oral.
2. Pledge of Allegiance to the Flag.
3. Roll call of officers.

4. Reading of Minutes of previous meeting.
5. Applications for membership; introduction of Visitors.
6. Reports of Officers.
7. Reports of Committees.
8. Correspondence and bills.
9. Unfinished business.
10. New Business, including Nomination and election of Officers.
11. Good of the Order.
12. Adjournment.
13. Robert's Rules of Order shall prevail.

Article 3 – Officers and Committees

Section 1. The officers of the Chapter shall be a President, a First Vice President, a second Vice President, a Secretary and a Treasurer (or a Secretary-Treasurer). Nomination of officer candidates shall be made at the regular Chapter meeting in October of each year. Nominations to be opened and election of officers held at the regular meeting in November of each year. Installation of officers to be held at the Annual meeting in December of each year. All officers are to serve until relieved by their successors.

Section 2. There shall be an Executive Committee, consisting of the elective officers, the Junior Past President, and one member-at-large from the membership, selected at the regular election of officers. The Executive Committee shall exercise such functions as the Chapter may prescribe.

Section 3. The President may appoint an Auditing Committee, a Nominating Committee, and/or such other Committees as may be deemed desirable.

Section 4. The Chapter may by resolution require the Treasurer (or

Secretary-Treasurer) to give bond for the faithful performance of his duties.

Article 4 – Duties of Officers

Section 1. The President shall preside at all meetings of the Chapter. He shall appoint all committees, and shall be ex-officio of all committees. He shall sign all orders on the Secretary and Treasurer requiring the payment of money, and such other duties prescribed by the Chapter.

Section 2. The Vice-President shall perform the duties in the absence or disability of the President.

Section 3. The Secretary shall have charge of all books, papers, records and bond of offices of the Chapter. He and/or she shall keep a true and correct record of all the proceedings of the Chapter, attend to all necessary correspondence prepare and countersign all orders for the payment of money, and shall perform such other duties as the Chapter, or the Executive Committee shall direct.

Section 4. The Treasurer shall receive all moneys paid into the Chapter, keep a just and regular account of the same, pay them out on the orders of the President with the consent of the members. He and/or she shall enter into bond in such amount as the Executive Committee shall deem sufficient to protect the financial interests of the Chapter.

Article 5 – Chapter Dues

The dues for Chapter purpose shall be ~~\$2.00~~^{\$5.00} per calendar year; dues for new members to be prorated on the quarterly basis.

Article 6 – Amendments

Amendments to these By-Laws may be enacted by concurrence of two thirds of the active members present at any regular meeting, provided due notice of such procedure has been given in accordance with Section 2 of Article 7 of the Chapter Constitution.