

**SPECIAL FORCES ASSOCIATION
CHAPTER XLVIII
BY-LAWS**

ARTICLE I

ORGANIZATION

Section I. Formation

The Special Forces Association, on 11 July 1990, granted a charter to Chapter XLVIII, Rhode Island with the following Charter members: *Stephen Kelley, Robert Dolan, Joseph Silva, Robert Knight, N. Andre Trudeau, Richard Comerford, Jay Tucker, Larry Pezza, Robert E. Miller, Robert Lachance, Donald Oulette, Charles Knowles, Joseph Stetz, Fred Vocatura, James Chin, William McNaughton, Robert Paquette, Charles Stallings, Richard Bradley, Robert Antuono, and Richard Burmeister.*

Section II. By-laws.

- a. Chapter 48, hereinafter known as the Chapter, is organized under the Special Forces Association Constitution. The Special Forces Association is hereinafter known as the National.**
- b. These Chapter By-laws supplement the National Constitution. The provisions of the National Constitution apply unless otherwise modified herein.**

ARTICLE II

MEETINGS

Section I.

The Chapter shall generally meet at 1930 hours on the 3rd Wednesday of each month. The Board of Directors shall select meeting locations that facilitate ease of travel for members and vary the location to accommodate members who reside in various parts of the State of Rhode Island.

- a. Social Meetings: The Chapter intends to promote camaraderie amongst the Chapter members and guests at such meetings. The social purpose of these meetings shall preclude the members from conducting any Chapter business and any discussions will not commit the Chapter to any financial, structural, or goal oriented course(s) of action except for election business as contained in Article III Section III a, b and c or unless the membership at such a meeting (with a**

quorum present) votes by a majority to suspend said rule for specifically pre-identified matters that are otherwise time-sensitive.

- b. **Business Meetings:** The Chapter shall conduct four such meetings each year in the months of January, April, July, and October. Officers and committees shall offer their reports and, if a quorum is present, members may vote on Chapter business.

c. Meetings will be conducted using a modified version of Robert's Rules: President calls the meeting to order, Pledge of Allegiance recited, Coin and Beret check, President's remarks, Reading/Approval minutes previous meeting, Treasurers report (expenditures and income monthly; full report quarterly), Committee Reports, Old Business, New Business, Good of the Order, Adjournment.

d. **Emergency Meetings:** With the consent of a majority of the Board of Directors, the President may call such meetings as he deems necessary provided that written, electronic, or verbal notice is attempted to be communicated to all members at least two days prior to the meeting. Members may vote on Chapter business if a quorum is present.

e. **Ceremonial Meetings:** The Chapter will meet at 0830 hours at the Special Forces Monument, RI Veteran's Memorial Cemetery, Exeter, RI on Memorial Day and Veteran's Day.

f. **Board of Directors Meetings:** (Members: President, Vice President, Treasurer, Secretary, and the three Directors elected by the members) will meet quarterly at a time and place determined by the Board. The purpose of the quarterly meetings is to review the financial status of the Chapter, discuss Chapter activities, and determine if there are any items which require notification and approval of the membership. The President may call for a special meeting of the Board of Directors when an unexpected exigency arises. Board members must be provided with at least a two-day notice prior to the meeting. Any member of the Board of Directors may request a meeting of the board. The request must be approved by a majority vote of the board members. The Chapter Secretary will record proceedings of all meetings and produce a published report in the form of minutes of the meeting.

Section II.

a. Chapter Meeting Agenda: With prior input from any member of the Board, the Secretary will prepare a draft agenda two weeks prior to the meeting and submit it to the Board of Directors, via email, for their review and provide the opportunity for adding additional items. One week prior to the meeting, based on input received, the final agenda will be sent to the membership via email.

- b. **Assessment:** Each member attending a meeting is expected to have in his possession his beret and a Special Forces challenge coin. Not having either or both will result in an assessment of \$1 for each item not being present. The Sergeant at Arms will collect the assessment.
- c. **Quorum:** A quorum shall consist of 20 voting members physically present at a meeting;

ARTICLE III

ELECTIONS

Section I.

Election of Officers shall take place on every even year.

Section II. Nominating Committee

- a. **Composition.** *With the input and approval of a majority of the Board of Directors,* the President shall appoint the chairman of the Nominating Committee during the *January* meeting. The members present shall elect the two remaining members at the same meeting. *Members of the Nominating Committee shall also serve as the Tellers Committee.*
- b. **Activities.** The committee shall obtain and agree upon at least one name of a willing and qualified candidate for each of the officer and director positions on the Board of Directors. *All candidates must be able to attend the majority of Chapter meetings and events.*

Section III. Nominations.

- a. The Nominating Committee shall present the preliminary list of candidates to the membership at the February meeting.
- b. Once the Nominating Committee presents the preliminary list of candidates, the majority of the members present at the meeting may nominate additional willing and qualified candidates.
- c. The Secretary shall provide a ballot with the final slate of candidates and a provision for write in candidates to the voting membership by electronic mail to all members who have provided an electronic mail address and by mail delivered

by the USPS to those members who have not provided an electronic mail address. In addition to the ballot, mail sent via USPS will also include a return envelope addressed to the Secretary using the Chapter Post Office Box. Ballots will also be available at the March meeting.

Section IV. Voting.

a. All ballots must be received by the Secretary NOT LATER THAN 15 APRIL.

b. The Secretary will deliver the ballots to the Tellers Committee at the April meeting. The Tellers Committee shall tabulate the ballots and announce the results to the membership at the April meeting. A tied vote will be determined by a runoff vote by the voting members present at the April meeting.

ARTICLE IV

OFFICERS

Section I. Term of Office: Officers shall service a term of two years commencing on 1 June and terminating on 31 May. The President shall not serve for more than one consecutive term. The Oath of Office for each Officer will be administered by the outgoing President at the June meeting.

Section II. Vacancies. The Board of Directors shall fill all vacancies between elections with a qualified member for the remainder of the unexpired term.

Section III. Qualifications and Responsibilities.

a. President.

1. He must meet the prerequisites outlined in the National Constitution, Article IV, Section II, B.

2. He executes his responsibilities in accordance with the provisions of the National Constitution and the By-Laws of Chapter XLVIII.

3. He orchestrates and coordinates the activities of the Chapter to achieve the goals and objectives established by the membership.

4. He coordinates the activities of the other elected officers; however, they, like he, report to the membership.

5. He is responsible to conduct Chapter meetings that employ a Robert's Rules format and are orderly and productive.

6. With the input and approval of a majority of the Board of Directors, he appoints the Sergeant at Arms. The Sergeant at Arms collects beret and coin assessments at Chapter meeting and functions as guidon bearer at Chapter ceremonies.

7. With the input and approval of a majority of the Board of Directors, he appoints a Quartermaster. The Quartermaster is responsible for the storage of all Chapter equipment and supplies. He maintains an inventory of all items.

8. With the input and approval of a majority of the Board of Directors he appoints committee chairmen.

9. He has the authority to expend up to \$250 in non-budgeted Chapter funds (exclusive of expenditures from the Family Relief Fund) on a time sensitive basis when approval by the membership at a Chapter meeting is not viable.

10. He represents the Chapter at all events that are external to Chapter activities.

b. Vice President.

1. He must meet the prerequisites outlined in the National Constitution, Article IV, Section II, B.

2. In the absence of the President, he assumes the responsibilities of President.

c. Treasurer.

1. He must meet the prerequisites outlined in the National Constitution, Article IV, Section II, B.

2. He must establish and maintain a chart of accounts detailing Chapter income and expenditures. Expenditures will include the purpose for which the expenditure was made.

3. He will prepare a quarterly report to be presented to the membership at a Chapter business meeting.

4. He will maintain detailed account of income and expenditures for each Chapter, fund raising activity and social event.

5. He will make deposits for cash and checks given to him by committees and members.

6. He will issue checks for expenditures that have been approved by a vote of the membership; or are within the parameters established for the President and/or the Board of Directors. He shall only issue checks that are supported by a receipt or other appropriate documentation.

7. He will prepare a proposed budget, based on input from the Board of Directors and Chapter committees, not later than the October meeting for the ensuing fiscal year (Jan-Dec). The proposed budget will be presented to the membership for approval/modification at the October meeting.

d. Secretary.

1. He must meet the prerequisites outlined in the National Constitution, Article IV, Section II, B.

2. Meetings:

(a) Agenda: The Secretary will prepare a draft agenda two weeks prior to the meeting and submit it to the Board of Directors, via email, for their review and provide the opportunity for adding additional items. One week prior to the meeting, based on input received, the final agenda will be sent to the membership via email.

(b) Meeting Minutes: The Secretary will record and publish the proceedings conducted at all meetings. This will include; but, is not limited to: date/start time, names of members present, assessments collected, President's remarks, Reading/Approval minutes previous meeting, Treasurers report, Committee Reports, Old Business, New Business, Motions made, Good of the Order, adjournment.

3. All responsibilities assigned in ARTICLE III, ELECTIONS.

4. Function as the conduit for the flow of communications between the Chapter and HQ, SFA.

5. Maintain the Chapter XLVIII membership roster.

6. Maintain a file of Chapter historical documents.
7. Notification of illnesses and deaths of members and their families.
8. Provide input required to update, add information and maintain the Chapter website www.48sfa.org.
9. Compose Chapter information/photos for publication in the quarterly issues of "The Drop".

ARTICLE V

Board of Directors

Section I. Composition: The board shall consist of the President, the Vice President, the Treasurer, the Secretary and three Directors elected by the membership.

Section II. Term of Office. All board members will serve a term of two years.

Section III. Vacancies. In the event that a vacancy occurs on the board prior to a scheduled election, the Board of Directors shall, by majority vote, fill the vacancy with a qualified member for the remainder of the unexpired term.

Section IV. Meetings:

a. The Board of Directors will meet at the call of the President or at the request of a majority of the board.

b. The Secretary will record the proceedings of the board in the form of minutes of the meeting. The minutes of board meetings will be published and distributed to Chapter members.

Section V. The Board of Directors, by unanimous vote, has the ability to authorize the expenditure of up to \$500 in non-budgeted Chapter funds (exclusive of Family Relief Funds) on an emergency basis for situations that do not allow normal procedures to be accomplished at a scheduled meeting. The action of the board will be reported by the Secretary to the membership following the publication of the minutes of the Board of Directors meeting where the authorization took place.

Section VI. Powers.

- a. The Board shall consider all matters referred to it by the membership or the President.
- b. The Board shall make its recommendations to the membership at the next meeting.
- c. The Board of Directors recommendation shall carry in the event that a quorum of voting members is not present at the Chapter meeting where the recommendation is made.
- d. The Board may authorize action on any matter of an emergency nature that must be decided before a scheduled meeting and where an Emergency meeting is not viable.
- e. The Board shall decide any tied vote for elected office, in the event no quorum is present at the April meeting.

ARTICLE VI

Removal from Office

Section I. A member, who has been elected to a position, may be removed from office if it is substantiated that they have committed an act of misconduct that has brought great discredit upon Chapter XLVIII; or, have violated their Oath of Office.

Section II. Procedure:

- a. Any member can initiate a petition to remove a member from an elected office.**
 - 1. The petition must contain detailed and specific allegations.**
 - 2. The petition must be signed by a minimum of 20 current Chapter XLVIII members.**
 - 3. The petition will be presented to the Board of Directors. The office holder who is a member of the Board will not be permitted to attend the meeting.**
- b. The Board of Directors will appoint a committee of three members (none of which can be a Board member) to investigate the allegation(s).**
- c. The appointed committee will conduct and investigation within 30 days and report its findings to the Board of Directors.**

d. If the report of the investigating committee does not substantiate the allegation(s), the board will vote on a motion to dismiss the petition. If dismissed, the petition will be returned to the petitioners without action.

e. If the report of the investigating committee substantiates the allegation(s), the Board will produce a ballot to be sent to the membership for a vote of removal. Proxy voting will not be permitted.

f. The voting will use the same methodology as the electoral process. A period of sixty days will be imposed from the time the ballots are sent to members until the Board of Directors announces the outcome.

g. The ballots will be tabulated by the Board of Directors.

N. B. This revision of the By-Laws was approved by a majority vote at the chapter business meeting conducted on 21 July 2021 and became effective immediately following said approval. This revision supersedes all previous editions of said by-laws. The revisions are in underlined italics. A provision to add proxy voting was explicitly rejected at said meeting.

Appendix:

OATH OF OFFICE

CHAPTER XLVIII, SPECIAL FORCES ASSOCIATION

I, _____, solemnly swear that I will execute the responsibilities of _____, Chapter XLVIII, Special Forces Association to the best of my abilities and in accordance with the Constitution of the Special Forces Association and the By-Laws of Chapter XLVIII. I will support the Constitution of the United States of America. I will Honor those who have given their lives defending our Nation and assist those who suffer the physical and emotional scars of combat. I will execute my responsibilities in an honorable manner in keeping with the highest traditions of the United States Army Special Forces.