

SAN ANTONIO CHAPTER

Tuskegee Airmen, Incorporated™



Constitution and Bylaws

April 2008

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Tuskegee Airmen, Inc.
San Antonio Chapter
P. O. Box 264, Randolph AFB, TX 78148-0264

CONSTITUTION

Preamble

To establish and maintain a chapter in the Central region of the National *Tuskegee Airmen, Incorporated* (TAI) organization. The goals of the chapter will support the National TAI constitution and bylaws. These goals will blend with the National's to perpetuate the activities and achievements of those Americans who shared in the aspirations and frustrations of men and women in the *Tuskegee Aviation Experience*; actively motivate youth to outstanding achievement and leadership in our democratic society, and to support and promote professional and leadership development of chapter members. The principle *educational and charitable* objectives shall be:

- To contribute to historical research and documentation of the achievements of those Tuskegee Airmen who served our country.
- To engage in the motivation of young persons toward seeking aviation and aerospace careers.
- To inspire local youth to *strive for excellence and realize* outstanding achievement and leadership through career and educational orientation and development in aerospace activities.

ARTICLE I NAME

The name of this organization shall be the San Antonio Chapter, Tuskegee Airmen, Incorporated, hereinafter referred to as the San Antonio Chapter or SAC-TAI. The chapter is an affiliate of the National organization, Tuskegee Airmen, Incorporated, a non-profit entity under Section 501 (c)(3) of the Internal Revenue Code of 1986. The chapter is not organized for profit, and no part of its net earnings shall benefit any member or private individual, except for payment of reasonable compensation for services rendered.

ARTICLE II LOCATION

The San Antonio Chapter shall be chartered in San Antonio, Texas.

ARTICLE III MEMBERSHIP

Membership shall be open to those who express interest in supporting the goals, objectives, and purpose of the San Antonio Chapter or the National Tuskegee Airmen, Inc. A member in good standing shall be one who meets the requirements for membership, as outlined in Article I, Section 3 of the Bylaws, and whose dues are paid for the membership year.



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ARTICLE IV GOVERNMENT

Section 1. *The membership of the San Antonio Chapter shall consist of those on the chapter's roster as Tuskegee Experience (TE), Tuskegee Heritage (TH), regular (R), student (S), junior (S), honorary (H), life (L), or organizational (O) members.*

Section 2. *The voting body of the San Antonio Chapter shall be those members in good standing on the chapter's roster regarding dues and assessments, with the right to vote as outlined in Section 3 of the By-Laws.*

Section 3. *The elected officers of the San Antonio Chapter shall be a President, Vice President, Executive Recording Secretary, Treasurer, and Parliamentarian.*

Section 4. *The affairs of the San Antonio Chapter shall be managed by the Board of Directors (BOD), as the governing body of the Chapter, as prescribed by the Constitution and By-Laws. The Board of Directors shall have the power to formulate policies of the Chapter consistent with its purposes and subject to specific directions of the membership as duly adopted. The Board shall have authority to conduct business pertaining to the Chapter, either in person or electronically, assuming responsibility for the management of the finances of the Chapter and acting as custodian of the property of the San Antonio Chapter.*

Section 5. *The Board of Directors shall be comprised of the elected officers, the Corresponding Secretary, Financial Secretary, Historian, and the Immediate Past President and Vice-President. The Parliamentarian is a non-voting member of the Board.*

Section 6. *The President may appoint committee chairpersons, subject to confirmation of the Board of Directors, and ad hoc assistants as necessary.*

Section 7. *The Executive Committee (EC) of the San Antonio Chapter shall be comprised of the Chairpersons of the Financial Projects Committee, Membership Committee, Historical Committee, Public Relations Committee, Educational Assistance Awards Committee, Youth in Aviation Committee, Military Affairs/Protocol Committee, Executive Budget Review Committee, Nominations Committee and By-Laws Committee. These permanent committees report to the Chapter President, with the exception of the Nominations Committee which reports to the Board of Directors.*

ARTICLE V THE CHAPTER

Section 1. *The San Antonio Chapter shall maintain a minimum of ten members and shall not limit its membership by number or otherwise.*

Section 2. *The San Antonio Chapter shall file with the National TAI Parliamentarian a duly authenticated copy of its Constitution and Bylaws and all approved amendments and Articles of Incorporation within thirty (30) days of Chapter approval.*



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Section 3. The San Antonio Chapter's provisions for self-government may not conflict with the Constitution and Bylaws of the Regional or National TAI, and to the extent that any such provision is in conflict with any of these, it is void.

**ARTICLE VI
FISCAL YEAR**

Section 1. *The fiscal year of the San Antonio Chapter shall be the calendar year.*

**ARTICLE VII
LIMITATIONS**

Section 1. The San Antonio Chapter is non-partisan and non-military.

Section 2. No *member, officer, agency, or committee* of the San Antonio Chapter shall take any action that is incompatible with the *goals, objectives, and purpose of the San Antonio Chapter or the National Tuskegee Airmen, Inc.*

Section 3. No debt shall be incurred in excess of the funds in the treasury of the San Antonio Chapter.

Section 4. *The San Antonio Chapter of Tuskegee Airmen, Inc. (SAC-TAI) reserves and retains all trademark and other proprietary rights in and to its name, logo, and products. The SAC-TAI name, logo, and product may not be used without the express prior written consent of the chapter Board of Directors. All items, sites, and programs that carry the SAC-TAI name and logo are subject to chapter policies on proprietary use and royalties.*

**ARTICLE VIII
FINANCES**

Section 1. The primary source of income shall be through membership dues, honorariums, and fund-raisers, such as golf tournaments, food sales, and other similar projects.

Section 2. All funds will be deposited in a commercial financial institution and a financial statement will be reported at scheduled membership meetings and recorded in the official General Membership minutes.

Section 3. All expenditures *or payments* will be made by check except petty cash requirements. All expenditures *or payments* will be properly documented with bills, receipts and/or vouchers. *Two (2) signatures of the President or Vice-President, and Treasurer are required on all checks, unless financial penalties will be incurred by a delay of payment.*

Section 4. The Treasurer will maintain detailed records of all the *chapter's* income and expenses. In addition, the Treasurer will prepare a monthly financial report and submit it to the *Board of Directors* and the general membership at each scheduled meeting.



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Section 5. The President may approve incidental expenditures of \$100 or less in a month. *Additional expenditures in a month in excess of \$100 but less than \$250 must be approved by a majority vote of the Board of Directors. All expenditures in excess of \$250 must be approved by the majority vote of the general membership.* A report shall be made at the next scheduled meeting of all such expenditures.

Section 6. *Authorized expenditures by individuals must be reimbursed within six (6) months of the event or program and approved by the President if \$100 or less; approved by the Board of Directors if in excess of \$100 but less than \$250, or approved by the majority vote of the general membership if over \$250.*

Section 7. All financial liability incurred by the San Antonio Chapter may ultimately result in the individual member's personal financial responsibility if the organization fails to discharge obligations, even though the chapter may have *been* redesigned or dissolved.

Section 8. The Treasurer, with the assistance of the *Financial Secretary and Executive Budget Review Committee*, will conduct a financial review annually, or more frequently if circumstances dictate or by order of the *Board of Directors*. A full audit conducted by an external public accountant is mandated every two (2) years, or more frequently if circumstances dictate or by order of the *Board of Directors*. Results of the financial reviews and audits will be published and made available to the chapter membership as soon as practical, but no later than ninety (90) days after completion.

Section 9. The SAC-TAI will not engage in activities that compete with those of the Installation Services Division activities, NAF, or *Military Exchange* operations on an installation, except as provided in Private Organizations Program *directives*.

Section 10. The SAC-TAI will not engage in military installation resale activities (including golf tournaments, food sales, etc.) unless *so contracted or* specific written authorization is obtained from the respective Installation Commander.

Section 11. The SAC-TAI will comply with all local, state, and federal laws.

ARTICLE IX INSURANCE

The normal activities of the San Antonio Chapter do not require the purchase of insurance coverage, as these events do not pose a negligible risk of exposure to liability. The organization will buy and maintain adequate liability insurance in accordance with Private Organizations Program *directives*, if the chapter should conduct activities that might present a risk of personal injury or property damage. Such insurance will provide protection against public liability and property damage claims.



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**ARTICLE X
PARLIAMENTARY AUTHORITY**

The rules, guidelines, and procedures contained in the latest version of "Robert's Rules of Order" shall govern the proceedings, meetings and sessions of the San Antonio Chapter in all cases to which they are applicable and in which they are consistent with the Constitution and Bylaws. In the event of a conflict between the Rules of Order and the Bylaws, such conflict will be resolved in favor of the documents of the Chapter.

**ARTICLE XI
AMENDMENTS**

Any member in good standing may submit amendments to the Constitution. At the earliest possible date, but no later than 30 days prior to voting on such measure, the proposed amendment will be presented or distributed to the general membership. To adopt the amendment, it must obtain two-thirds affirmative vote of the ballots cast by San Antonio Chapter members in good standing voting by U.S. mail, electronically, or at a duly called chapter meeting. Proxy votes are not permitted. Notice of approved amendment to the Constitution will be published or distributed to all chapter members no later than thirty (30) days following approval.

**ARTICLE XII
DISSOLUTION**

In the event of the dissolution of the San Antonio Chapter, the laws governing incorporated societies in the state of Texas will be followed. Upon legal counsel at that time, the Board of Directors will adopt a plan for dissolution of San Antonio Chapter and distribution of all funds and property and rights thereto of the association.

ADOPTED AS RESULT OF MAJORITY VOTE OF THE MEMBERSHIP ON

DATE: April 12, 2008

//SIGNED//
Marv Abrams, President

//SIGNED//
Rick Sinkfield, Vice President

//SIGNED//
Carol Alexander, Executive Secretary

//SIGNED//
Bernice Edwards, Treasurer

POSITION VACANT
Parliamentarian



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BYLAWS

ARTICLE I CHAPTER PROCEDURES

Section 1.

Meetings.

The Chapter shall meet on dates to be fixed by membership but no less often than one meeting each quarter of the year.

Section 2.

Representation.

Each member of the Chapter in good standing is entitled and limited to a single vote on each and every issue, *unless restricted elsewhere in these By-Laws*. No proxies or fractional votes shall be recognized.

Section 3.

Membership.

- a. *Membership shall be open to those who express interest in supporting the goals, objectives, and purpose of the San Antonio Chapter or the National Tuskegee Airmen, Inc.*
- b. *Membership affiliation may be accepted in one of the following categories: Tuskegee Experience (TE), Tuskegee Heritage (TH), regular (R), student (S), youth (S), honorary (H), life (L), or organizational (O). Each member category shall have the right to vote and hold office unless specifically restricted in the following paragraphs.*
 1. *Tuskegee Experience (TE): A Tuskegee Experience member is an individual who was involved in the "Tuskegee Aviation Experiment" (of Tuskegee Army Air Field, or in any of the programs stemming from the "Tuskegee Aviation Experiment") during 1939 through 1949, as part of said status.*
 2. *Tuskegee Heritage (TH): A Tuskegee Heritage member is an individual who is/was a spouse or descendant of a person who qualifies as a Tuskegee Experience member.*
 3. *Regular (R): A regular member is an individual who is willing to work toward achieving the overall goals, objectives and purpose of the chapter and National organization.*
 4. *Student (S): A student member is an individual who is a full time student, up to the age of 25, who is interested in learning about the Tuskegee Aviation Experience and TAI.*
 5. *Youth (S): The youth member is an individual who is interested in the Tuskegee Aviation Experience and who has not reached his/her eighteenth birthday. The youth member shall not have the right to vote or hold office.*
 6. *Honorary (H): An honorary membership is one bestowed on an individual by the National membership, the TAI Board of Directors, or the Chapter in recognition of significant contributions in our society and/or in fostering goals of the National. The TAI Board of Directors shall approve all Chapter nominations before such membership becomes final. Duration of a San Antonio Chapter honorary membership shall be three*



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(3) years, renewable by two-thirds vote of the membership and approved by the Chapter Board of Directors. The honorary member shall be privileged to attend meetings and special events but shall not have the right to vote or hold office.

7. *Life (L): A life membership is one extended to an individual upon acceptance of an application and full payment of the designated fee. The TAI Board of Directors will act on life membership applications and issue an appropriate serial number certificate when payment is complete. Life membership status does not relieve the individual from annual chapter financial obligations.*
8. *Organizational (O): An organizational membership is one extended to any organization interested in promoting, sponsoring, or supporting the principles and objectives of the chapter and National organization. Each organizational member shall assign one (1) representative to be the liaison with the chapter. The organization's liaison shall have the right to vote, but cannot hold office unless regular membership is obtained.*

Section 4.

Quorum.

A majority vote of chapter members in good standing will be considered a quorum and will be sufficient to carry a motion, provided that such motion complies with these By-Laws.

Section 5.

Order of Business.

The *President* shall establish the order of business of a Chapter meeting in session; and a copy will be made available for each member in attendance. The presiding officer may vary the order of business at his or her discretion.

Section 6.

Nominations.

- a. *The call for officer nominations shall be a mandatory item of business at the chapter's meeting in the month of May of each year.*
- b. *The Nominating Committee shall secure or provide a minimum of one candidate for each position to be filled by election. Candidates must confirm their willingness to serve to the Nominations Committee Chairperson, or if delegated, to a member of the Nominating Committee. Each candidate must agree to serve before being made part of the slate.*
- c. *The Nominating Committee Chairperson shall place the names of the candidates on a slate of nominees when the presiding officer calls for nominations. Following the report of the Nominating Committee, other nominations may then be made from the floor for any office to be filled by the Chapter. If (when) there are no (other) nominees from the floor, the voting members shall vote approval of the slate.*

Section 7.

Elections.

- a. *The closed slate of nominees will be confirmed at the June general membership meeting, listed on the SAC-TAI Election Ballot for the year and sent out to all members in good standing to allow thirty (30) days for return by U.S. mail.*



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- b. Elections shall be conducted by secret ballot; except when there is only one candidate for an office on a slate presented to the Chapter, elections for that office may be by consensus.*
- c. Votes by e-mail are acceptable but must be addressed directly to the Nominations Committee Chairperson, printed on receipt, validated by the Nominations Committee no later than the presiding officer's "Call to Order" of the July general membership meeting, having been kept in a confidential file until counted and validated.*
- d. Officers will be elected by a majority of the ballots cast by chapter members in good standing.*

Section 8.

Terms of Office.

- a. A term of office is two years. The term of office for all officers shall begin on August 1st of any given year and shall end on July 31st of the year in which the term expires.*
- b. Elections for President and Vice President shall be in even years (for example 2004).*
- c. Elections for all other officers shall be in odd years, so as to result in staggered terms of office.*
- d. Elected officers may serve in any elected position until replaced by regular or special election, resignation or removal.*
- e. The outgoing President and Vice-President, whose terms of office are ended by normal attrition, will fill the positions of Immediate Past President and Immediate Past Vice, respectively, in conjunction with the assumption of office of their elected successors. If the outgoing President and/or Vice-President are removed from office, then the incumbent Past-President and/or Vice-President will retain the office or the position(s) may be unfilled.*

Section 9.

Non-performance of Officers.

- a. An officer who does not perform his/her duties will be asked by the President to affirm his/her interest in continuing to serve. If nonperformance of duties by the officer continues, the President, with support of the majority vote of the Board of Directors, may ask that officer to resign from his/her office for nonperformance of duties, in lieu of removal.*
- b. In the event the nonperforming officer is the President, the Vice President, with support of the majority vote of the Board of Directors will ask the President to affirm his/her interest in continuing to serve. If nonperformance of duties by the President continues, the Vice President, with the support of the majority vote of the membership in good standing, may ask the President to resign for nonperformance of duties, in lieu of removal.*



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Section 10.

Resignation.

An officer who desires to resign his/her position must submit a letter of resignation to the President. In the event the President desires to resign his/her position, he/she must submit a letter of resignation to the Board of Directors.

Section 11.

Removal.

Any officer may be removed from his or her position by a two-thirds vote of the Board of Directors, whenever in the Board's judgment, or by two-thirds affirmative vote of the membership in good standing, the best interests of the San Antonio Chapter would be served by such removal. Instead of removal, the Board may impose such conditions and terms on any officer as the Board deems appropriate and in the best interests of the Chapter.

ARTICLE II
DUTIES OF CHAPTER OFFICERS

Section 1.

Chapter President.

- a. Provides leadership for the officers of the Chapter and encourages active participation by all members toward the goals and objectives of the organization.
- b. Presides over, and sets the agenda for *all regularly scheduled meetings of the Chapter, Executive Committee and Board of Directors*; and oversees the management of the Chapter.
- c. Appoints and dissolves all special (ad hoc) committees.
- d. Appoints Chairpersons of permanent and special (ad hoc) committees, *subject to confirmation of the Board of Directors*.
- e. Acts as ex-officio member of all committees, *except the Nominations Committee*.
- f. Approves and/or countersigns all orders for disbursement of Chapter funds.
- g. When a vacancy occurs within the elected positions of the *Board of Directors*, the President may appoint a person to fill the position from among chapter members in good standing to serve the balance of the term.
- h. *When a vacancy occurs in the appointed positions of Corresponding Secretary and Historian, the President may appoint a person to fill the position from among chapter members in good standing.*
- i. *Appoints, or ensures nomination of a Regional Board of Director representative, to provide the consensus of the Chapter to the Region and the National, and coordinates with the Treasurer to ensure funds are available for required travel.*
- j. *Serves as Immediate Past President after elected term(s).*



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Section 2.

Vice President.

- a. Acts for President in the President's absence, or at President's request. In the event the President cannot complete the term of office, the Vice President will serve as President for the remaining portion of the respective term.
- b. Carries out special responsibilities as assigned by the President.
- c. Coordinates an annual Chapter member satisfaction/needs assessment.
- d. Acts as *ex-officio co-chair* of the *Executive Budget Review* committee.
- e. *Serves as Immediate Past Vice-President after elected term(s).*

Section 3.

Executive Recording Secretary.

- a. Prepares, records and publishes agenda and minutes of all Chapter meetings, as directed by the President.
- b. Distributes (or makes available) minutes of meetings to all members of the Chapter.
- c. *Edits and publishes* the Chapter newsletter.
- d. Arranges venue and makes announcement for *all* meetings.
- e. Exploits all alternate means of communication to minimize *documentation management and/or* distribution costs.
- f. Transfers all past administrative records within thirty (30) days after installation of new officer to the position of *Executive Recording Secretary.*

Section 4.

Corresponding Secretary.

- a. *Responsible for all Chapter correspondence, to include informational materials, bulletins, meeting notices, and any other correspondence as directed by the President and/or Board of Directors.*
- b. *Exploits all alternate means of communication to minimize correspondence distribution costs.*

Section 5.

Treasurer.

- a. *Serves as primary custodian of chapter funds.*
- b. *Receives and records chapter funds from the Financial Secretary; and provides a receipt (record) of these transactions in return, and deposits these monies in a banking institution approved by the general membership.*
- c. *Receives and/or reviews all statements and reconciles these statements with the Chapter Financial Secretary.*



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- d. *Maintains accurate written (and/or electronic) financial account records of all dues, receipts, funds received and disbursed by the Chapter, insuring proper distribution of funds and account balances.*
- e. *Prepares, provides and interprets a formal report on the chapter's financial status on a monthly basis, to be presented at the chapter's general membership meeting, utilizing appropriate format/form approved by chapter Board of Directors*
- f. *Disburses chapter funds for authorized payments, vouchers, receipts or reimbursements, of funds in direct support of the Chapter; upon proper authorization of expenditure(s) by the President and/or Board of Directors.*
- g. *Ensures that all checks for payment have the two (2) signatures of the President (Vice President or Executive Secretary) and the Treasurer, unless financial penalties will be incurred by delay of payment.*
- h. *Maintains all documentation and acts, with the assistance of the Financial Secretary, to ensure the Chapter's corporate, local, state and federal tax exempt status.*
- i. *Monitors established annual budget and a system for the protection of Chapter assets to ensure liabilities of the Chapter do not exceed its income.*
- j. *Prepares and provides an annual report financial status report to the Chapter and National organization, no later than the 31st of January of each year, utilizing appropriate TAI document/form.*
- k. *Arranges and opens records for an external audit of Chapter finances, every two (2) years or more frequently if directed by the Board of Directors.*
- l. *Transfers all financial records within thirty (30) days after installation of new officer to the position of Treasurer.*
- m. *Serves as advisor to all committees in regards to chapter finances.*

Section 6.

Financial Secretary.

- a. *Serves as primary receiver of chapter funds.*
- b. *Collects all member dues and receives all other monies for the Chapter; turns over to the Treasurer all funds received and obtains a receipt (record) of these transactions in return.*
- c. *Receives and/or reviews all statements and reconciles these statements with the Chapter Treasurer.*
- d. *Maintains accurate written (and/or electronic) financial records of all dues, receipts and funds received by the Chapter, and subsequent distributions and balances.*
- e. *Prepares/issues invoices, as required for services rendered by the Chapter, i.e., Speakers Bureau fees/gratuities, appearance fees, etc.*
- f. *Prepares/Provides an itemized Financial Receipts Worksheet to the Treasurer in time to allow the Treasurer to make required deposits and prepare the monthly Financial Report. Report will be itemized to reflect division of receipts to applicable Chapter account(s) in accordance with percentages authorized/approved by the Board of Directors.*



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- g. Receives all vouchers, receipts and requests for reimbursement of funds in direct support of the Chapter; ensures proper authorization of expenditure(s) prior to any reimbursement action(s) by the Treasurer.*
- h. Assists the Treasurer, as required, to maintain the Chapter's corporate, local, state and federal tax exempt status.*
- i. Maintains an accurate record of all authorized tax exempt expenditures, receipts and reimbursements made on behalf of the Chapter, to ensure compliance with Texas tax exemption laws.*
- j. Serves as ex-officio member of Board of Directors and may serve as advisor, in the absence of the Treasurer, on all committees in regards to chapter finances.*
- k. Coordinates and/or obtains new bank account signature cards to assist incoming officers.*
- l. The Financial Secretary will have no signatory responsibility or authority in regards to any vouchers, checks, and/or disbursements.*

Section 7.

Parliamentarian.

- a. Maintains the order of all Chapter meetings and sessions in accordance with Article V.*
- b. Reviews all proposed amendments of the Chapter Constitution and By-Laws.*
- c. Acts as ex-officio member of the Chapter By-Laws Committee.*

ARTICLE III
PERMANENT (STANDING) COMMITTEES

Section 1.

Permanent (Standing) Committees.

- a. The San Antonio Chapter shall use a number of permanent ("standing") committees, each charged with a specific purpose, to carry out the mission and goals of the Chapter.*
- b. Each committee shall consist of at least three (3) members, with the Chairperson(s) of each appointed by the President, with the approval of the Board of Directors.*
- c. All committee Chairpersons and members shall be appointed to no-limit terms, but shall be subject to removal in the event of nonperformance of duties.*
- d. The permanent committees include, in addition to the Board of Directors and Executive Committee: Financial Projects Committee, Membership Committee, Historical Committee, Public Relations Committee, Educational Assistance Awards Committee, Youth in Aviation Committee, Military Affairs/Protocol Committee, Executive Budget Review Committee, Nominations Committee and By-Laws Committee. These permanent committees report to the Chapter President, with the exception of the Nominations Committee which reports to the Board of Directors.*

Section 2.



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Board of Directors.

The Chapter Board of Directors (BOD) shall be comprised of the elected officers, the appointed Corresponding and Financial Secretaries, Historian, and the Immediate Past President and Vice President. The Board sets strategic and annual goals for the Chapter. It also acts as the administrative body for the Chapter, with powers and authority as conferred by the Chapter By-Laws. The Board shall meet at least bi-monthly, not later than one week prior to the General Membership meeting, or at the call of the President or Vice President. A majority of the Board shall constitute a quorum at any duly called meeting.

Section 3.

Executive Committee.

The Executive Committee (EC) shall be comprised of the Chairpersons (Chair and Co-Chair) of the permanent ("Standing") committees of the Chapter. The members of the Executive Committee, will establish a collaborative in which all committees of the Chapter function in concert with one another to implement Chapter goals. The Executive Committee shall meet at least semi-annually (twice yearly), with required meetings in March (progress review) and September (annual budget forecast), or as directed by the Chapter President. A majority of the Executive Committee shall constitute a quorum at any duly called meeting.

Section 4.

Financial Projects Committee.

- a. *Ensures scheduled financial projects are in line with the goals of the annual fundraising program as approved by the Board of Directors, Executive Committee and/or general membership.*
- b. *Coordinates financial projects by planning, organizing, directing and monitoring them for successful execution, to include (1) booking, (2) budget, (3) scheduling, (4) marketing, (5) personnel, and (6) after-action reporting.*
- c. *Maintains a list of contacts needed for the recurring projects or events, as directed by the Board of Directors.*
- d. *When patron funds or donations are involved; collects funds, retains receipts, controls tickets/sales, turns in funds to the Financial Secretary, and obtains checks from the Treasurer to pay all obligations.*
- e. *Provides an After Action report to the Board of Directors and general membership within 30 days of the event.*
- f. *Ensures scheduled financial projects are in line with the goals of the annual fundraising program as approved by the Board of Directors, Executive Committee and/or general membership.*
- g. *Coordinates financial projects by planning, organizing, directing and monitoring them for successful execution, to include (1) booking, (2) budget, (3) scheduling, (4) marketing, (5) personnel, and (6) after-action reporting.*
- h. *Maintains a list of contacts needed for the recurring projects or events, as directed by the Board of Directors.*
- i. *When patron funds or donations are involved; collects funds, retains receipts, controls*



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tickets/sales, turns in funds to the *Financial Secretary*, and obtains checks from the Treasurer to pay all obligations.

- j. Provides an After Action report to the *Board of Directors* and general membership within 30 days of the event.

Section 5.

Membership Committee.

- a. *The committee shall be responsible for compliance with the National organizational policy for individuals requesting unconfirmed Documented Original Tuskegee Airmen (DOTA) eligibility individuals by review of all available applications/documentation, if not previously on the Chapter roster.*
- b. Reviews and confirms the eligibility of any persons applying for Chapter membership.
- c. Develops and implements strategy and programs to *attract, recruit, and retain* eligible persons for *membership in* the San Antonio Chapter.
- d. Maintains and provides a membership roster to *the Board of Directors* and *Executive Committee members*, as needed.
- e. Makes reports and remit dues to National Headquarters for new and renewing members.
- f. Maintains information regarding financial currency of each member.

Section 6.

History Committee.

- a. *Researches, compiles, records and preserves the history and events of the Chapter.*
- b. *Inventories, organizes and maintains Chapter historical documents, archived and presentation items.*
- c. *Coordinates Chapter news events and annual activities report to National with or through Chapter, Regional and/or National Public Relations officers.*
- d. *Maintains biographical information, documents and/or items on the Chapter's Documented Original Tuskegee Airmen (DOTA) and Heritage members.*
- e. *Serves as liaison with the National TAI Historian.*

Section 7.

Public Relations Committee.

- a. Publicizes and promotes the Chapter and National organization.
- b. Designs and provides press releases for Chapter meetings, programs, and special events and presentations through local news media.
- c. Provides input for inclusion in the Chapter Newsletter and other outgoing correspondence.
- d. *Communicates with the Board of Directors, Executive Committee or other committee chairperson(s) to ensure a positive public image and doctrine as well as only accurate and*



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authorized information is consistently provided to all outside agencies, entities and the community.

- e. Schedules Speakers Bureau events and presentations, and maintains Speakers Bureau materials, equipment and displays.*
- f. Serves as liaison to the Central Region and National Public Relations officers.*
- g. Prepares and provides a quarterly Chapter Activities Report to the Chapter President, and upon approval, forwards to the Regional Public Relations officer.*

Section 8.

Educational Assistance Awards Committee.

- a. Receives, reviews, and executes the annual Educational Assistance Award/Scholarship program as directed by the National Scholarship Committee.*
- b. Assembles, reproduces and distributes application packages.*
- c. Arranges for, and executes, the applicant judging procedure.*
- d. Submits locally selected applicant packages for National Scholarship consideration.*
- e. Coordinates and conducts the chapter's annual Educational Assistance Award formal event to facilitate publicity and distribution of Assistance Awards at an appropriate occasion.*
- f. Acts as Steward for the Educational Assistance Awards fund.*

Section 9.

Youth in Aviation Committee.

- a. Make contact with local-area schools and youth organizations to provide information on Chapter youth-orientated programs and presentations.*
- b. Contribute to young men and women's awareness of the role of aviation, and African-American contributions in particular, in human achievement and history.*
- c. Provide opportunities for youth in actively discuss and explore the principles of flight, and the components of the modern airplane.*
- d. Aid students in understanding local and worldwide roles and benefits of aviation and its related industries.*
- e. Encourage young men and women to explore the field of aviation and its career opportunities.*

Section 10.

Military Affairs/Protocol Committee.

- a. Serves as official Chapter liaison to local military units and key personnel.*
- b. Advises and/or briefs Chapter members, committees and officers on specific protocol requirements relating to the military dignitaries and/or guests.*



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- c. *Advises and assists on appropriate dress, appearance and uniform wear instructions for military members of the Chapter, referencing Air Force Instruction (AFI) 36-2903 or appropriate service directive.*
- d. *Obtains, maintains and/or updates key military personnel directory and provide information to appropriate Chapter members, as needed.*

Section 11.

Executive Budget Review Committee.

- a. *Conducts internal and/or arranges external annual audit(s) of Chapter financial records, as required by the Chapter By-Laws, or mandated by the Board of Directors.*
- b. *Receives, reviews and validates annual budget/expenditure forecasts of all Chapter committees.*
- c. *Calls attention to any financial issues, questions or concerns that impact the Chapter's integrity and/or organizational image.*
- d. *Investigates, analyzes, and plans institutional fund raising through fellowships and grants, unless authority is deferred to another committee.*
- e. *Works with the Chapter and National Financial Secretaries and/or Treasurers.*

Section 12.

Nominations Committee.

- a. *Notifies the Board of Directors and general membership of required timelines and procedures, in accordance with Chapter By-Laws, for appropriate selection of elected Chapter officers.*
- b. *Conducts all necessary nominations and elections of Chapter officers in a fair and impartial manner.*
- c. *Establishes or manages suspense, timelines and evaluation procedures to ensure objective competition and timely submission of Chapter, Regional, and/or National internal or military awards.*
- d. *Ensures appropriate presentation is provided to award recipients, and coordinates publicity of awards and recipients with other Chapter committees.*

Section 13.

By-Laws Committee.

- a. *Reviews the Chapter Constitution and By-laws and submits recommendations for amendment, replacement or adoption of changes as deemed necessary for good order to the Board of Directors*
- b. *Prepares, upon consensus of submitted recommendations, a ballot to all (financially) current Chapter members for formal consideration.*
- c. *Ensures notice, publication and distribution to all Chapter members no later than thirty (30) days following approval of By-Laws amendment, replacement or changes.*



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- d. *Maintains a master copy of the Chapter Constitution and By-Laws and monitors the printing and distribution, as directed by the Board of Directors.*
- e. *Participates in review, amendment, replacement or adoption of changes to the National By-Laws, at the request of the National or Chapter Executive Committee(s)/Board of Directors.*

Section 14.

In addition to those specified in these By-Laws, committees may be established or disbanded by the President. Committees are subject to the oversight and direction of the *President and/or Board of Directors*.

ARTICLE IV MEMBERSHIP RIGHTS, DUTIES, AND RESTRICTIONS

Section 1. Membership in the Chapter shall begin upon signing the application and payment of dues.

Section 2. A member may not hold membership in more than one chapter at the same time.

Section 3. A member must be financially current to be eligible to vote *or hold office* in the San Antonio Chapter.

Section 4. Active membership in the Chapter *shall* be terminated by:

- a. Failure to pay dues.
- b. Resignation.
- c. Dismissal from the Chapter by a three-fourths vote of the membership at any duly convened meeting, after not less than ten (10) days notice to the member, with opportunity to be heard, for action found to have been contrary and detrimental to the principles of the San Antonio Chapter.

Section 5. Membership terminated by resignation may be reinstated by acceptance of an application from the member. A membership forfeited for failure to pay dues may be reinstated upon payment of dues for the full current year.

Section 6. Membership that was terminated under *Section 4(c)* may be restored by a three-fourths vote of membership present at any duly convened meeting, *provided reason(s) for dismissal have been resolved or no later exist.*

ARTICLE V PARLIAMENTARY PROCEDURE

Robert's Rules of Order, latest edition, is the authority governing proceedings, meetings and sessions of the San Antonio Chapter, so far as such rules are not in conflict with the *Chapter Constitution and Bylaws*, and special rules of order of the National. Rules for consensus may be substituted for less formal proceedings (except votes on membership or finances).



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**ARTICLE VI
AMENDMENT**

These By Laws may be amended, or replaced, or new Bylaws adopted, or any combination thereof, by a two-thirds affirmative vote of the ballots cast by San Antonio Chapter members in good standing voting by U.S. mail, electronically, or at a duly called chapter meeting. Proxy votes are not permitted. Notice of approved changes to these By Laws will be published or distributed to all chapter members no later than thirty (30) days following adoption.

**ARTICLE VII
DUES**

Section 1. *The fiscal year of the San Antonio Chapter shall be the calendar year. Payments must be received at National by March to receive National voting privileges for that year. Dues for National and Chapter shall be collected at one time. The designated fees for National TAI, to be collected by the Chapter, will be remitted to the National treasury within 30 days of receipt.*

Section 2.

a. The per capita annual dues to the National shall be:

Fifty dollars (\$50.00) for *experience, heritage, regular or organizational* memberships,

Thirty dollars (\$30.00) for active duty company grade officers (and spouse) regular membership,

Fifteen dollars (\$15.00) for active duty enlisted (and spouse) regular membership,

Fifteen dollars (\$15.00) for student (and spouse) *or junior* membership,

Fifty dollars (\$50.00) for life membership (waived in the year total life membership payment is made and thereafter).

b. The San Antonio Chapter dues shall be \$30.00 per year for *experience, heritage, regular, life or organizational* membership, and \$15.00 per year for *student or junior* membership.