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Combat Veterans Motorcycle Association®

Capital of Texas Chapter 23-7 By-Laws

July 2020

Version 2.7

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Article 1: Name and Emblem

Section 1.1 CVMA® 23-7

The name of the association is: Combat Veterans Motorcycle Association, Capital of Texas Chapter 23-7, further referred to as CVMA 23-7.

The principal office of CVMA 23-7 is 2250 Double Creek Dr., Round Rock, TX 78664-9998, in the County of Williamson, of the State of Texas.

Change of Address: The designation of the city or county of CVMA 23-7 principal office may be changed by amendment of these by-laws. The Chapter Executive Board (CEB) may change the principal office from one location to another within the named state by noting the changed address and effective date below, and such changes shall not be deemed, nor require, an amendment of these By-Laws.

Section 1.2 Internal Revenue Code (IRC)

IRC Section 501 (c) (19): CVMA 23-7 is organized exclusively for charitable, religious, educational, and/or scientific purposes as specified in Section 501 (c)(19) of the IRC, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(19) of the IRC. (Reference Internal Revenue Service Publication 3386)

Section 1.3 Emblem and Logo

The emblem / logo used by CVMA is the sole property of the CVMA. The logo of the CVMA is copyrighted and requires written approval from the National Board of Directors (NBOD) prior to the logo being used in any manner of sales or marketing. Any item(s) given approval and features the full copyrighted logo may only be sold to full members of the Association. Modifications to the logo will be submitted for review. The emblem of the CVMA is in the shape of a skull encompassed by the following colors. The incorporated colors are Red, representing the blood that has been shed on the battlefield. The Military Gold, representing all branches of the military service of the United States. Black, representing the heavy hearts possessed for those who gave their lives and for those that are considered missing in action or prisoners of war. The Skull and ace of spade represents the death that war leaves in its wake.

Article 2: Objectives

General: CVMA 23-7 is formed for the betterment of communication and camaraderie between other Motorcycle Associations, Veterans Organizations and or Motorcycle Groups.

Section 2.1

To promote interest in various forms of motorcycling activity associated with Veterans.

Section 2.2

To create and maintain camaraderie among Combat Veterans from all U.S. branches of the United States Armed Forces and its allies.

Section 2.3

To support Veterans Organizations and participate in activities of a patriotic nature.

Section 2.4

To raise awareness for the plight of POW's, MIA's and post-traumatic stress disorder (PTSD) of veterans returning from combat theaters and the impact on their families, friends and society.

Section 2.5

To conduct association functions and activities in a manner befitting the members of the CVMA 23-7.

Section 2.6

To encourage a better understanding of motorcycle riders as a constructive sport among members of the public, press and law enforcement agencies.

Section 2.7

To assist any / all veterans in any way we are able.

Article 3: MEMBERSHIP

Membership is open to any person fulfilling the requirements below:

Section 3.1 Full Member

a. For Full Member requirements refer to current National By-Laws.

Section 3.2 Auxiliary Membership

a. For Auxiliary Member requirements refer to National By-Laws.

Section 3.3 Support Membership

a. For Support Member requirements refer to National By-Laws.

Section 3.4 Right to Verify

By applying for membership with the CVMA, you are giving CVMA 23-7 and its CEB the right to verify any membership application, DD214, documentation, orders and records.

Section 3.5 Attendance

Each member must attend a minimum of at least one (1) event hosted by the CVMA per year. This requirement may be met by attending any one (1) of the following within the CVMA dues calendar year. Members not in compliance will have their status (via 201 file) annotated as “Not in Good Standing due to attendance”.

a. National, Regional or State sanctioned CVMA event.

b. Any Chapter CVMA function that includes the sponsoring CEB participation.

c. Any member that was deployed at any time during the year is exempt from meeting this requirement. Life Members and Medically Retired members are exempt from meeting this requirement.

d. Chapter Officers are responsible for “looking after” their members and should make efforts to ensure all members are aware of this requirement and assist their membership attendance of one of these events.

e. This requirement will be measured on the CVMA dues calendar year from July 1 through June 30th each year. Chapter Officers should make every effort to ensure the health and welfare

of the chapter membership. Prior to reporting a member not in good standing, CEB members will document (via 201 file) all efforts made to contact the member.

Section 3.6 Conduct

All members must conduct themselves in a manner that is not an embarrassment to himself or herself, the CVMA, or the United States of America.

Section 3.7 License

All Full Members and Support Members must possess a valid resident state motorcycle license, proof of current insurance, ownership and operation of a motorcycle of 500cc or above. This will be verified by the chapter Sergeant-At-Arms when the membership application is completed. Applications will not be accepted without this verification.

Section 3.8 Misconduct

a. In the event of misconduct of a member, under the By-Laws of the CVMA, the National Board of Directors possesses the right to revoke that member's membership.

b. Misconduct is defined as failure to abide by the By-Laws of the CVMA and any organization that the CVMA supports or by bringing dishonor upon the CVMA by action, word, or deed. Members must always remember that we are not, nor do we claim to be, a motorcycle club. **We do not have colors - we have a Veteran's insignia.**

Section 3.9 Rights of Members

Each Full Member and Support Member in good standing shall be eligible to cast one vote on items presented by the CEB for a vote by the general membership. Full Members and Support Members must be present to vote and may not vote by proxy for association business, elections, or other issues that the CEB may deem appropriate.

Section 3.10 Resignation and Termination

Any member may resign by filing a written resignation with the Chapter Secretary. Resignation shall not relieve a member of unpaid dues or other charges previously accrued.

Section 3.11 Non-Voting Membership

The CEB shall have the authority to establish and define non-voting categories of membership. Non-voting categories of membership are not eligible to cast a vote in any association activities, elections and proposed transactions or arrangements.

Section 3.12 Non-Voting Categories

The non-voting categories are defined as CVMA members not assigned to CVMA 23-7, members not in good standing, Auxiliary Members and guests that are not chapter members.

Article 4: MEETING OF MEMBERS

Section 4.1 Regular Meetings

Regular meetings of the members will, at a minimum, be held monthly at a time and place designated by the CEB.

Section 4.2 Annual Meetings

An annual CVMA 23-7 meeting of the members shall take place every year in the month of July to the extent practicable. The specific date, time, and location will be provided to the general membership by the CEB a minimum of fourteen days in advance of the meeting. The annual meetings will serve as the forum for Full Members to elect Chapter Officers, receive reports of activities of the association, and verification of membership qualification.

Section 4.3 Special Meeting

Special meetings may be called by the Commander, a simple majority of the CEB or by the general membership with a petition signed by five percent of voting members.

Section 4.4 Notice of Meeting

Notice of each meeting shall be provided to each voting member, not less than fourteen days prior to the meeting. The primary means of delivery shall be by email with printed material delivered by the U.S. Postal Service as an alternate.

Section 4.5 Quorum

The members present at any properly announced meeting shall constitute a quorum. At least one CEB must be in attendance.

Section 4.6 Voting

All issues to be voted on shall be decided by a simple majority of those Full Members present and casting a vote at the meeting in which the vote takes place. Any motion that takes away rights from members will require a two-thirds vote. Examples include rights to vote, debate, or to change or suspend an established rule.

Section 4.7 Ability to Move Annual Chapter Meeting During Time of Emergency

The Annual Chapter Meeting normally held in July of each year may be moved to the next following month in the event of a National Emergency, State Emergency or Local Emergency. Emergencies may consist of pandemics, natural disasters or any event which would endanger the lives and wellbeing of the Chapter Members. A majority vote by the CEB must be obtained and can only occur on a month to month basis if the situation is continuous in nature.

Article 5: FEES AND DUES

Section 5.1 Dues

The Chapter will collect membership dues at such a rate, schedule or formula as may from time to time be prescribed by the governing CEB of the association and approved by the general membership. Membership is not to exceed the maximum amount established by the National By-Laws.

Section 5.2 Dues Deadline National and Chapter

- a. For National dues requirements refer to the current National By-Laws.
- b. Full Member and Support Member chapter dues of \$10 will be paid by the 30th of June each calendar year.
- c. Auxiliary Chapter Dues of \$10 will be paid by the 30th of June each calendar year.
- d. Transfers to CVMA 23-7 from other Chapters will have their chapter dues waived until the next calendar year.
- e. The Chapter will waive the chapter dues for deployed military members within the following guidelines:
 1. A member must be deployed for a minimum of six months during the fifteen month period prior to the 30th of June. For example, deployment began on 1 November for a six month period. The member would be exempt from dues normally covering 1 July – 30 June.
 2. A new members joining the organization within three months prior to 30 June will only pay for the upcoming dues year. For example, a new member joins on 15 May; they would pay the chapter dues of \$10 and that would cover their membership from 1 July until 30 June of the next calendar year.
 3. With the exceptions noted above for deployed military members, chapter dues are payable by the 30th of June each year and cover a period until 30 June the following year. Members are considered delinquent if their dues are not current by 1 July each

year. When the member becomes delinquent, the CVMA 23-7 CEB will declare the member “not in good standing” and their 201 file will be annotated “Member has failed to pay chapter dues and is no longer in good standing within the chapter. They will have no vote in any chapter business until dues are paid.

Article 6: OFFICERS

Section 6.1 Designation of Officers

- a. The elected officers of CVMA 23-7 shall be the Commander, Executive Officer, Sergeant-At-Arms, Secretary, Treasurer and Public Relations Officer.
- b. Chapter Staff positions are comprised of Senior Road Captain, Road Captains, Chaplain, Quartermaster and Web-Master and may be appointed at the Chapter Commander’s discretion.
- c. Command positions may only be held by a Chapter Full Member with the exception of the PRO as outlined in paragraph d. Staff positions may be held by any CVMA 23-7 chapter members to include the Auxiliary and Support members.
- d. The Chapter Public Relations Officer may be filled by any chapter member in good standing. If this position is filled by an Auxiliary or Support Member, then it immediately becomes a Staff position and will inherit Staff position restrictions outlined in section 6.2.

Section 6.2 Staff Positions

Staff positions are important to the CVMA operations, but are not considered a part of the chain of command. Staff positions will not have access to command-based information and votes of the CEB.

Section 6.3 Qualifications

The officers of the CVMA 23-7 chapter shall qualify any other specific requirements that may be in force in the chapter at any given point and time.

Article 7: CVMA 23-7 ELECTIONS

Section 7.1 Eligibility

All members shall be eligible for any office in CVMA 23-7, provided that they are active and a paid member in good standing, have a minimum of 1 year in the CVMA and six months in CVMA 23-7 to hold an elected officer position. If a member of 1 year or more does not elect to run for office, nominees must have a minimum of six months of CVMA membership.

Section 7.2 Nomination

The general membership elected officers for the CVMA 23-7 CEB shall be nominated and elected at the annual meeting. Special Meetings will be held if/when officer positions become available during the year. Biographies for members interested to run for an officer position will be called for no later than 90 days prior to the election by the Commander. Members wishing to run for office will submit a biography to the Sergeant-At-Arms to verify eligibility. The Chapter Secretary will distribute biographies of all eligible candidates to all chapter members 30 days prior to the election. All candidates who submit their biographies past this 30 day deadline will not be eligible to run during this election cycle. The only exception is any deployed member who returns after the 30 day deadline and before the election may submit their biographies for consideration.

Section 7.3 Offices

No member shall hold two general membership elected offices (Within the Chapter or at the State, Regional, or National levels) at the same time.

Section 7.4 Good Standing

Elected and appointed officers must remain active members of the CVMA and remain in good standing for the duration of the term in office.

Section 7.5 Term of Office

Chapter Officers will serve for a term of two years and will assume office the day of the election. To maintain continuity within the CEB officers' terms, we will elect the Commander, Sergeant-At-Arms and Secretary in even numbered years and the following year elect the Executive Officer, Public Relations Officer, and Treasurer in odd numbered years. In the event of a special elected officer, they will serve until the next scheduled election for that office.

Section 7.7 Elections

Nominations and elections must be made at the annual Chapter Meeting by a majority vote. All members receiving nominations and who are candidates for election must be present at the time of the election. The Commander will vote only in the event of a tie. Special elections for replacement of an officer resignation will be called for by the CEB on an as needed basis.

Section 7.8 Resignation

Should an elected officer resign from office for any reason CVMA 23-7 will notify members of a special election, nominations will take place immediately and election of a replacement will take place at the next meeting.

Article 8: DUTIES OF CHAPTER OFFICERS

Section 8.1 CVMA 23-7 Chapter Executive Board (CEB)

CVMA 23-7 CEB, are the officers holding the positions of Commander, Executive Officer, Sergeant-At-Arms, Secretary, Treasurer and Public Relations Officer. CVMA 23-7 CEB is responsible for the execution of authorized policies, by majority vote, fills vacancies in any office of the CVMA 23-7 CEB, and submits to the meetings any recommendations affecting policies of the CVMA 23-7, which have been previously approved. CVMA 23-7 CEB is responsible for reporting By-Law infractions, as well as actions taken in accordance with National By-Laws and the National Discipline Policy.

Section 8.2 Chapter Commander (CC)

The CC is the Chief Executive Officer of the CVMA 23-7. The CC is a command position and will have a vote in all command-type decisions. All matters concerning relations between the association and any outside person or organization should be routed to the Commander for appropriate action. The CC will have the option to preside over all meetings of the CVMA 23-7, issue the call for regular and special CVMA 23-7 CEB meetings, schedule regular elections, and carry out the directives of the CVMA 23-7 CEB. The CC will receive all Chapter Patches. The CC will work with the Secretary to find venues to hold scheduled Chapter Meetings. The CC will maintain a communication channel with the Texas State Representative, other Chapter Commanders and the NBOD. He/she will be authorized to sign checks written against the chapter accounts. He/she will be placed on bank signature card. The CC's role and authority will be governed by the standing National By-Laws.

Section 8.3 Executive Officer (XO)

The XO shall coordinate all committees and supervise planning for all CVMA 23-7 events. The XO is a command position and will have a vote in all command-type decisions. The Executive Officer shall assume all duties of the CC in his/her absence. The XO will be authorized to sign checks written against the chapter accounts and will be placed on the bank signature card. He/she will be placed on bank signature card. The XO will also assist in preparing and participate in chapter patching ceremonies.

Section 8.4 Sergeant-At-Arms (SAA)

The SAA is responsible for ensuring that the By-Laws and Standing Rules of order of the CVMA 23-7 are not violated, and that the orders of the Officers are carried out in an expeditious manner. The SAA is a command position and will have a vote in all command-type decisions. He/she is responsible for policing and keeping order at all CVMA 23-7 events. The SAA is responsible for the safety and security of the CVMA 23-7. The SAA will maintain order during meetings and check members ID cards before each meeting, and assume all duties to office. The SAA will ensure that the election process is held in compliance with National and

Chapter Bylaws. The SAA will be able to conduct a short information brief on a protocol topic each scheduled chapter meeting. SAA will do a face to face with all applicants, ensure applicant reads and understands chapter By-Laws and National Protocol. The SAA will maintain order during all meetings, verify ID cards and ensure that all in attendance are members in good standing or invited guest, ensure that the bylaws, policies, and standing rules are not violated, ensure that the orders of the CEB are carried out in an expeditious manner and that the directives of the Chapter members are carried out by the CEB in a timely manner. The SAA will keep order at all chapter events in a respectful manner, report inappropriate or improper behavior of incident to the CEB, obtain and secure any patches from any member who resigns or is expelled, be responsible for the safety and security of the chapter's members, keep and maintain a record of all data pertinent to the safety and security of the chapter and its members, and will immediately notify the CEB of any real or perceived threat to the Chapter members or events. The SAA will assume all duties assigned by the Chapter Commander.

Section 8.5 Secretary (SEC)

The SEC is responsible for recording, making and keeping all CVMA 23-7 records, including the membership lists, the By-Laws, Rules of Order, Standing Rules, records of all committee appointments, all written reports, copies of all correspondence between CVMA 23-7 and any outside person or organization, and shall keep correct minutes of the proceedings of the CVMA 23-7 CEB and general membership meetings. The SEC will record all motions and vote results that occur during a meeting. The SEC, under the direction of the CC, prepares all reports required of him and assumes all additional duties to office. The Secretary will assist in scheduling venues to hold monthly chapter meetings. The SEC will work with chapter treasurer on dues rosters. He/she will assist new members in completing applications and patch agreements, check for correctness, and forward records of all applicants and those members wanting chapter back patches. He/she will have meeting minutes provided to the commander for approval within 7 days after the chapter meeting. Once approved, He/she will forward them to the Texas State Representative and to chapter webmaster for posting on web resources. Additionally, the SEC will forward all sanctioned event flyers and participation rosters to the Texas State Representative and Texas State Historian. The SEC is a command position and will have a vote in all command-type decisions.

Section 8.6 Treasurer (TREA)

The TREA shall keep correct and complete books and record of chapter accounts. The TREA maintains all funds of the CVMA 23-7 and disburses funds to pay expenses as prescribed in the By-Laws. He/she will be on a bank signature card and be allowed to write checks on that account. The Treasurer will collect CVMA 23-7 dues and other forms of income due to the CVMA 23-7, maintain the accounting books, make payments from the CVMA 23-7s funds when so ordered by the CVMA 23-7, or National Board of Directors, and able to sign all CVMA 23-7 checks approved by the CC or XO. Make regular monthly reports of CVMA 23-7s financial status to the CVMA 23-7 CEB, the general membership, and the State Representative and assumes all additional duties to office. The TREA is a command position and will have a vote in all command-type decisions.

Section 8.7 Public Relations Officer (PRO)

The PRO will maintain a file and have it ready to brief at each meeting of all CVMA functions and possible events from other CVMA Chapters. He/she will be in charge of all the Chapter publicity, in conjunction with and approved by the CEB. Other duties will include public speaking about the chapter when needed, coordination with appropriate printed news, TV, and radio announcement personnel to showcase chapter events. All printed material that represents the CVMA and the chapter will be presented to the PRO for review. The PRO will then present the approved materials to the CC for approval. The PRO, if filled by a Full Member, is a command position and will have a vote in all command-type decisions.

Section 8.8 Road Captain (Senior - SRC and Road Captain - RC)

The SRC and RC are appointed positions by the Commander. The SRC is responsible for all CVMA 23-7 runs. He/she shall oversee the research, plan, and organization of all runs. During actual time on the road or at intermediate stops during a run, the RC shall act as ranking officer, deferring only to the CC, XO or SAA. The CC, at his discretion, may appoint multiple RC's with specific geographic responsibilities. Chapter members can apply to become a RC and be appointed by the CC. All road captain positions are staff positions and do not have a vote in command-type decisions.

Section 8.9 Webmaster (WM)

The WM is an appointed position by the CC. The WM is a staff position and does not have a vote in command-type decisions. The WM must have computer experience and is responsible for maintaining all Chapter web based communications to include: Chapter Webpage, Chapter Google group and Chapter Facebook accounts. When needed, He/she will inform CC of members that are not following guidance on web resources for action. He/she shall assist Chapter members in all matters concerning our web based communication and perform additional duties as assigned. When required will brief at chapter meetings.

Section 8.10 Quartermaster (QM)

The QM is an appointed position by the CC. He/she will be responsible for maintaining and selling all Chapter procured merchandise. He/she will issue individual receipts for any items sold. Reconciliation with the TREA will happen at the end of each scheduled meeting with receipts and funds being provided for the Treasurer. Duties also include informing the CC when supplies drop below 25% so items may be reordered and briefing at chapter meetings. The QM is a staff position and does not have a vote in command-type decisions.

Section 8.11 Chaplain (CH)

The CH is an appointed position by the CC. The CH is a staff position and does not have a vote in command-type decisions. CH will provide spiritual guidance to the membership. He/she will provide assistance during emergency situations. The CH will visit with Members, Veterans, and their families to provide comfort and encouragement. He/she may be called upon to provide the invocation, dedication prayers, and benedictions.

Section 8.12 Historian (HIST)

The HIST is an appointed position by the CC. The HIST is a staff position and does not have a vote in command-type decisions. He/she will document the activities of the Chapter. Details should include but are not limited to chapter attendees, dates, locations, event details, fliers, persons of interest, and event results. This information should be readily accessible and available to all chapter members and Texas State Representative.

Section 8.13 Auxiliary Liaison (AUX LNO)

The AUX LNO is an appointed position by the CC. The AUX LNO is a staff position and does not have a vote in command-type decisions. This position will act as a representative of the AUX LNO to the CEB. He/she will keep an open channel of communication between each Auxiliary Member and the CEB. The AUX LNO will participate in all auxiliary meetings and will report the results of those meetings to the CC or CEB.

Section 8.14 Additional Staff Positions

The CC may appoint additional Staff Officer positions as needed. Additional staff positions do not have a vote in command-type decisions. Additional staff positions will act at the direction of the CC and report all activities to the CEB and the Chapter as required.

Article 9: DELEGATIONS

Section 9.1 Appointed

Delegations will be appointed by the Commander, but are subject to the approval of the CEB to represent the association at any convention, meeting, rally, or other assembly that may be deemed necessary, and all delegations are authorized to exercise only those powers specifically vested in them by the CVMA 23-7 CEB.

Article 10: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 10.1 Execution of Instruments, Deposits and Funds

The CEB, except as otherwise provided by these By-Laws, may by resolution authorize any officer or agent of the Chapter to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Chapter, and such authority may be general or confined to specific instances. Unless authorized, no officer, agent or employee shall have any power or authority to bind the Chapter by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount.

Section 10.2 Checks and Notes

Except as otherwise specifically determined by resolution of the CEB, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money and other evidence of indebtedness shall be signed by the TREA, CC, or XO of the Chapter.

Section 10.3 Deposits

All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, trust companies, or other depositories as the CEB may select.

Section 10.4 Gifts

The CEB may accept on behalf of the Chapter any contribution, gift, bequest, or device for the non-profit purposes of this Chapter. Likewise, the CVMA 23-7 CEB, at its sole discretion, may provide with Chapter operating funds, small gifts of insignificant intrinsic value, to persons, companies, or other legal entities to recognize support or contributions to the Chapter for advancement of Veterans issues.

Section 10.5 Treasury Audit

At the annual meeting, the CEB shall establish a committee, comprised of not less than two or more than five Full Members, to audit the financial records of the Chapter. The committee will conduct the audit within thirty days of appointment and provide a report to the membership NLT August 31 of each calendar year. The report will be filed in the permanent Chapter records and may be provided to other parties as required by National By-Laws or articles of incorporation.

Section 10.6 Benevolent Fund

a. This fund will be used as assistance relief for a chapter member in time of need to help with food, rent or utilities. An annual limit will be \$1500 per member incident. This fund will be subsidized by the Chapter using methods such as donations, fundraising, and other chapter events. The chapter benevolent fund

holdings are not to exceed an amount of \$5000. Once the \$5000 fund ceiling has been reached, funds gained in such a manner will then be deposited into the chapter general fund. (The chapter will maintain a minimum of \$1500 in the benevolent fund when possible) Use of these funds will be at the discretion of the CEB per chapter bylaws, chapter policies, and 501c(19) directives and guidelines.

b. Although kept in the same chapter bank accounts as other revenues, the Chapter Treasurer will maintain a separate recording of Benevolent Funds and report those funds at chapter scheduled meetings. Members must request assistance in writing through the chapter command staff. Written request must contain details regarding the community programs members have pursued and the status of those efforts. A majority vote by the CEB and is authorized to be conducted via telephone or email in order to speed processing. Funds given out will not be required to be given back.

Article 11: AMENDMENTS

Section 11.1 Altered

These Bylaws may be altered or repealed and new By-Laws adopted at the annual CVMA 23-7 meeting by a two-thirds vote of the members present and casting a vote or by the CEB, only to revise a conflicting Article and/or Section.

Section 11.2 Amendments

Amendments or alterations of these chapter By-Laws will become effective when approved by the NBOD

Section 11.3 Changes

Any changes to any Article and/or Section of the CVMA 23-7 of the By-Laws will be discussed and voted on by a quorum.

Section 11.4 Precedence

If any CVMA 23-7 By-Law conflicts with CVMA National By-Laws, the National By-Laws will take precedence over CVMA 23-7 By-Laws.

Section 11.5 Conflicting

If any CVMA 23-7 By-Law conflicts with Federal and/or State or Capital of Texas Domestic Nonprofit Veterans 501(c) (19) provisions and/or statutes, the conflicting Article(s) and/or Sections(s) shall be revised, by the CEB and shall take effect immediately.

Section 11.6 Policy Letters

Policy letters are to be used in order to document any unwritten chapter methods or procedures. As a collection, these policies will be referred to as the policy handbook. Policies may be passed by a majority membership vote during the monthly member chapter meeting. Approved policies will take effect immediately. The Policy Handbook will be maintained by the Chapter Secretary and made available to the membership along with the Chapter Bylaws. Amendments, changes, or rescinding of a policy can be done at a chapter meeting. Any policy affecting the rights of the members may only be passed by a two-thirds vote of the members present.

Summary of Amendments and Changes
By-Laws Change History

July 2020

1. Article 2, (Amend) Section 2.8
2. Article 4, (Add) Section 4.7
3. Article 8, (Add) Section 8.14
4. Article 10, (Amend) Section 10.6a