

Vietnam Veterans of America Inc, Conference of
State Council Presidents Bylaws Article I
Purposes

The purposes of the Conference of State Council Presidents are: to provide the state councils the means of making recommendations to the Board of Directors; and, to foster and encourage interaction between chapters, state councils and the Board of Directors.

Article II
Membership / Voting

- § 1. Each chartered state council in good standing is entitled to membership in the conference and is authorized to participate to the extent it desires.
- §2. Each state council shall be considered an autonomous and distinct entity within the conference.
- §3. The state council president shall be the official representative to the conference. The State President or President's authorized representative shall be seated after supplying a signed form SF-180 and/or any other documentation required by a majority of the conference of state council presidents.
- §4. Each state council represented at a conference meeting shall be entitled to one vote on matters before the conference. Roll call votes may be taken at the discretion of the chair.
- 5. A quorum of the conference members shall be a majority of the chairs of the current number of state councils.

Article
III
Officers

- §1. The conference shall elect from its members a Chair, a First Vice Chair, a Second Vice Chair, and a Secretary.
- §2. The conference may elect other officers as it determines necessary to conduct the business of the conference.
- §3. The term of office shall be two years commencing with the meeting held after the June state council elections (held in even numbered years) and ending with the next election meeting two years hence. In the event of the resignation, death, or inability of the chair to complete a term of office, the first vice chair shall assume the duties.
- §4. Newly elected officers shall assume their duties immediately upon completion of the election.

Article IV
Duties of Officers

- §1. The chair shall appoint the chairperson of committees, who shall then appoint the members of the committee, subject to the approval of the conference. The chair shall attend and represent the conference at all meetings of the Board of Directors of the Corporation and shall present matters as directed by the conference members to the Board of Directors of the Corporation for consideration and/or action as required. He/she shall direct correspondence to the members for the purpose of determining their desires or positions with regard to matters that may come up between conference meetings. In the event a National Board of Directors electronic vote is required, the chair shall contact at a minimum, the vice chairs for their input and guidance prior to rendering a vote. Notes of such contact and vote shall be made by the chair and made available to the members at the next convenient opportunity (i.e., monthly mailing or meeting). The chair shall provide advice and input as requested by the Board of Directors of the Corporation with regard to the position and desires of the conference members.
- §2. The chair shall provide for the arrangement of conference meeting locations and dates, determine agendas, with input of members, and otherwise provide for the efficient administration of the conference.
- §3. The vice chairs, in their order of succession, shall assist the chair and assume the duties of the chair in the event of absence, resignation, death, or other incapacity to act.
- §4. There shall be no compensation paid, either in the form of salary, benefits, or otherwise, to the officers of the conference. Reasonable expenses incurred shall be reimbursed or as otherwise directed by the Treasurer of the Corporation.

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Meetings

- §1. There shall be a minimum of three regular meetings each year. The time and place of such meetings shall be as directed by the conference members. The conference may, from time to time, hold other meetings as directed by its members.
- §2. Notice of dates and locations of meetings shall be provided to each state council not less than 30 days prior to such meetings. Such notice may be given at regular meetings or events as published from time to time by the Corporation.
- §3. The **October CSCP meeting** of even numbered years shall be the election meeting. The last order of business will be the election of officers.

Article VI
Election of

Officers §1. Each member of the conference shall be eligible for any office.

- §2. A member of the conference at the election meeting may nominate a candidate for office.
- §3. Each candidate for office is encouraged to provide a letter of intent to each state council indicating the office sought at least fifteen days prior to the election meeting. Campaign literature may be included, subject to the rules established by the conference members.
- §4. In the event of any vacancy occurring in the conference officers, the first order of business, at the next meeting, will be to fill the vacancy.

Article VII Duties
of Members

- §1. Members shall provide input to the conference chair not less than 30 days prior to the meeting to permit the development of an agenda.
- §2. Members are encouraged to provide written reports to the conference of activities occurring in their respective states for inclusion in minutes.
- §3. Members are encouraged to participate in meetings for the purpose of discussing and recommending items of interest to the conference.
- §4. Members shall respond, within 15 days, to correspondence requesting a response provided by the conference chair. In the event an electronic poll is conducted, members shall respond within 5 days. Correspondence or electronic polls shall be considered solely for the purpose of gauging attitudes, desires, and directions and not necessarily to indicate a voting preference by the responding state council president.

Article VIII
Finance

- §1. The conference shall be supported by the Corporation, and the Board of Directors, and administered to by the Treasurer of the Corporation.
- §2. Appropriate expense reports and records shall be required for all requests for payment or reimbursement of conference expenses as directed by the Treasurer of the Corporation.
- §3. The conference shall select a Budget Committee for the purpose of establishing budget considerations to be presented to the Corporation.
- §4. Travel expenses to attend conference meetings shall be the responsibility of each state councilor as authorized by the Corporation.

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General Provisions

- § 1. The rules contained in the current edition of Robert's Rule of Order Newly Revised shall govern the conference of State Council Presidents in all cases to which they are applicable and in which they are no inconsistent with these bylaws and any special rules of order the Council may adopt.
- §2. These bylaws may be amended at any meeting of the conference by a two-thirds vote provided that the amendment has been submitted in writing to each state council president at least thirty days prior to the meeting.
- §3. There are two preliminary rules of engagement for candidates for office. The rules of engagement for candidates of the CSCP officers shall follow the National Election Committee rules of engagement.
- a) Candidates may not use the WA national logo or flag, or that of the state council or any chapter in or on their campaign materials. Campaign materials are considered to be, but are not limited to, buttons, brochures, pins, and the like. A photo of a prospective candidate with their lapel pin is acceptable.
 - b) Candidates may not solicit or accept campaign contributions in any form from chapters or state councils. These contributions could be, but are not limited to, money, paper, envelopes, stamps, free phone calls, and the like.

End Bylaws as revised August 09, 2005
Revised October 4, 2012
Revised October 9, 2014 Adopted

Ben L. Humphries
CSCP By Laws Chair