Article I  Name

The name of the organization is (the name of the chapter prescribed by the Articles of Incorporation) as prescribed by the Articles of Incorporation and is hereinafter referred to as the chapter.

Article II  Purpose

The purposes of the chapter are those prescribed by the Articles of Incorporation and by the Constitution of Vietnam Veterans of America Incorporated.

Article III  Members

The requirements for membership are the same as the requirements prescribed by the Constitution of Vietnam Veterans of America Incorporated.

Article IV  Officers

1. Officers. The officers of the chapter shall be a president, any one of the following options:
   a. a vice-president, a secretary, and a treasurer.
   b. a vice-president, and a secretary-treasurer.
   c. a vice-president-secretary, and a treasurer.
   d. a vice-president-treasurer, and a secretary.

2. Office Holding Limitations. No member shall hold more than one elected office at a time.

3. Officers will be elected for a term of (one year/two years).

Article V  Meetings

1. Regular Meetings. The regular meetings of the chapter shall be held on the (first / second / third / fourth / last) (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday) of each month.

2. Quorum. (Five / Ten / Fifteen / Twenty / Twenty-five) members of the chapter shall constitute a quorum.

1. If more than 1 vice-president the positions must be listed by number and if positions are combined, which vice-president is holding both offices (i.e. first vice-president-secretary)

2. Or any other number determined by the members and in compliance with state statutes. Avoid the use of percentages.
* Or any other number determined by the members and in compliance with state statutes. Avoid the use of percentages.

Article VI  Board

For section 1 use this option if the chapter board has officers and directors:
1  Composition. The officers including (one/two/three/four/five/six/...) directors shall constitute the chapter board. The (one/two/three/four/five/six/...) directors shall serve for a term of (one/two/three) (year/years).

OR

This option if the chapter board has only officers and no directors.
1  Composition. The officers shall constitute the chapter board.

2  Duties and Powers. The duties and powers of the chapter board shall be those prescribed by the Constitution of Vietnam Veterans of America Incorporated

Article VII  Committees

1  The chapter may establish standing and special committees in compliance with The Constitution of Vietnam Veterans of America, Inc.

2  Ex-Officio Member. The president shall be an ex-officio member of all committees except the Election Committee.

Article VIII  Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised (most current) Edition shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order and standing rules the chapter may adopt.

Article IX  Amendment of Bylaws

These bylaws may be amended at any regular meeting of the chapter by a two-thirds vote, provided the amendment has been submitted in writing at the previous meeting.

Bylaws as (Adopted / Amended / Revised), Month, date, and year.