

NATIONAL BLINDED VETERANS ASSOCIATION AUXILIARY

BY-LAWS



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TABLE OF CONTENTS

	Page
Preamble / Purpose	1
Article I – Name	1
Article II – Supreme Authority	1
Article III – Membership	1 – 2
Article IV – Meetings	2
Article V – Officers and Elections	3
Article VI – Duties of Officers	3 – 4
Article VII – Standing Committees	4 – 5
Article VIII – Executive Board	5
Article IX – Dues	5
Article X – Finances	5 – 6
Article XI – Regional Group Auxiliaries	6 – 7
Article XII – Amendments to By-laws	7
Article XIII – Parliamentary Procedures	7
Article XIV – Dissolution	7 – 8

Table of Contents will be adjusted following passage of revised NBVAA Bylaws.

PREAMBLE / PURPOSE

We, the members of the National Blinded Veterans Association Auxiliary, in order to aid the Blinded Veterans Association in whatever fashions we are able, to develop a deeper interest in that organization by family members and friends and caregivers, to preserve and strengthen a spirit of fellowship among auxiliary members so that they may give mutual aid and assistance to one another, do adopt and establish these by-laws.

This organization is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE I – NAME

SECTION 1: The name of this organization shall be the NATIONAL BLINDED VETERANS ASSOCIATION AUXILIARY, and its duration shall be perpetual.

SECTION 2: The legal and permanent office of this organization shall be the same address as the Blinded Veteran's Association. It shall read:

BLINDED VETERANS' ASSOCIATION AUXILIARY (BVAA)
1101 King Street, Suite 300
Alexandria, VA 22314

SECTION 3: The temporary, working address of the organization shall be the home address of the current National President.

ARTICLE II – SUPREME AUTHORITY

SECTION 1: The supreme authority of the Blinded Veterans Association Auxiliary shall be vested in its members, whether expressed in convention, in a regular or special meeting called or by a duly authorized mail ballot.

SECTION 2: At all times when the membership is not assembled, the supreme authority of the Blinded Veterans Association Auxiliary shall be vested in the Executive Board (see Article VIII below).

ARTICLE III – MEMBERSHIP

SECTION 1: Membership shall consist of family, friends, and caregivers of blinded veterans, over 18 years of age.

SECTION 2: All membership lists will be restricted to the use of the National Blinded Veterans Association Auxiliary and will not be released to any outside agency or organization.

SECTION 3: Membership in the Blinded Veterans Association Auxiliary is a privilege, not a right. Membership may be refused or revoked when it is determined that the integrity of the purpose of the Blinded Veterans Association Auxiliary may be compromised (see Article II, above).

ARTICLE IV – MEETINGS

SECTION 1: The general membership meetings shall be held at the National BVA Convention, convening the first day. Should additional time be needed, the National President may recess and reconvene later in the convention. The National President may convene the National Board at such times as are deemed necessary. Additional general membership meetings may be held as required.

- A. Electronic Communications: All meetings and programs of the executive board and/or general membership of the Blinded Veterans Association Auxiliary may be held by teleconference or other means of virtual and electronic communication.
- B. Agenda for the meetings/programs will be made/approved by the National President and National Secretary and resemble the agenda currently in the NBVAA Bylaws. The National Secretary will notify the current membership of all meetings by email at least one week prior to the electronic virtual/teleconferencing.
- C. Program presentations for virtual or teleconferencing through internet technology will be announced by the BVA and BVAA. Instructions for viewing and/or participation will be given for each presentation. The BVAA will especially announce those programs geared toward caregiver information (mostly by email).

SECTION 2: Twenty-five per cent (25%) of those members in good standing and registered at the annual national convention shall constitute a quorum.

SECTION 3: At the annual meeting, the regular order of business will be:

- A. Welcome by the National President
- B. Minutes of the preceding national meeting
- C. Correspondence
- D. National Treasurer's report
- E. National President's report
- F. National Vice-President's report

- G. National Reporter's report
- H. National committee reports
- I. Nomination for national officers
- J. Unfinished business
- K. New business
- L. Election of national officers
- M. Installation of national officers
- N. Good and welfare
- O. Adjournment

The preceding order of business may be changed by majority vote of the members present on a motion to suspend the rules.

ARTICLE V – OFFICERS AND ELECTIONS

SECTION 1: The National Officers of the National Auxiliary shall be President, Vice-President, Secretary, Treasurer, and Reporter.

SECTION 2: A nominating committee consisting of three or more members shall be appointed by the National President.

- A. It shall be the duty of the nominating committee to provide a slate of nominees for the offices to be filled, and present that slate at the annual meeting of the National Auxiliary.
- B. Members of the nominating committee shall not be deprived of the right to be a candidate for office.
- C. Additional nominations may be made from the floor at the election meeting.
 - a. When there is but one nominee for any office, or a single slate, it shall be in order to move that the National Secretary cast the elective ballot for the National Auxiliary.
 - b. When two or more names are nominated for any office, voting shall be by secret ballot. In this event, the National President shall appoint three tellers who shall announce the results of the election before installation.
- D. Elections will be held at the BVAA Annual Meeting with respect to the meeting method.
 - a. Members willing to accept any specific National BVAA office must contact the National Secretary prior to August 1, to add their name or the name of another accepting BVAA member in good standing.
 - b. If a paper ballot is needed, appropriate instructions will be given at the time. Officers elected will serve for one year as in Section 3 of this article.
- E. Agenda for the meeting will be made by the National President and National Secretary and resemble the agenda currently in the NBVAA Bylaws. The

National Secretary will notify the current membership of the form of meeting (in-person or tele/virtual conferencing) at least one week prior to the meeting.

SECTION 3: National Officers shall be elected for a term of one year by majority of members at the national annual meeting. The National President, National Vice-President, National Secretary, National Treasurer, and Reporter shall have no limit imposed on the number of terms they may serve.

SECTION 4: Vacancies in office:

- A. Shall be filled by the majority vote of the national executive board.
- B. Except when the National President vacates the office, the national vice-president shall automatically move into the Presidency. The office of the national vice-president shall be filled per the dictates of Section 4A.
- C. All National BVA Auxiliary finances, records, documents, files, pictures, and reports are to be forwarded and shipped by the outgoing National BVAA Officers and Chairpersons of the Standing Committees to the newly elected National BVA Auxiliary Officers and Chairpersons of the Standing Committees within (30) thirty days of their election.

ARTICLE VI – DUTIES OF OFFICERS

SECTION 1: The National President shall be the chief executive officer of the National Auxiliary and shall coordinate all activities of the National Auxiliary, preside at all meetings of the National Auxiliary and the National Executive Board, serve as ex-officio member of all committees except the nominating committee, appoint standing committee chairpersons and such other committee chairpersons as deemed necessary to conduct the work of the National Auxiliary.

SECTION 2: The National Vice-President shall perform such duties as may be assigned by the National President and shall perform duties in the National President's absence or disability.

SECTION 3: The National Secretary shall keep the minutes of all national meetings, National Executive Board meetings, and special meetings. The National Secretary shall perform such other duties as assigned by the President, handle all correspondence and maintain national records.

SECTION 4: The National Treasurer shall maintain true and complete records of accounts, reflecting all the income and expenditures of the National Auxiliary. The National Treasurer shall report regularly to the National President and prepare a detailed report for the national convention meeting. The books and records shall be available "on demand".

- A. All National Auxiliary funds shall be deposited in banking institutions approved by the National Officers. The accounts shall be in the name of the National Blinded Veterans Association Auxiliary.
- B. Funds of the National Auxiliary shall be dispensed only by checks drawn by the National Treasurer with the approval of the National President.

SECTION 5: The National Reporter shall write articles of news and information pertinent to the National Blinded Veterans Association Auxiliary and submit such articles to the Blinded Veterans Association national office for publication in the BVA Bulletin.

The National Officers of the organization shall maintain the proper records of their office consistent with its responsibilities and, upon termination of their term, transfer said records to the succeeding officer.

ARTICLE VII – STANDING COMMITTEES

SECTION 1: The National Scholarship Committee shall be responsible for opening the scholarship award program each year to possible candidates, sending the applications to all students who request them, processing the applications, and selecting the recipient according to the established criteria. This committee is to be comprised of five (5) national auxiliary members: an appointed chairperson, two (2) members from the field of education and two (2) members at large, including the immediate past chairperson.

SECTION 2: The National Raffle/Auction committee shall be responsible for obtaining select gifts and articles of appeal and value for the fund-raising programs held at the national convention. The duties of this committee shall include “pricing” the auction items, choosing the raffle prizes, distributing the raffle tickets to members for sale, and keeping a daily record of tickets sold and monies received from individuals to enable the National Auxiliary to recognize participants. This committee is to be comprised of National Auxiliary members.

SECTION 3: The National Budget/Finance committee shall be responsible for monitoring the fiscal programs of the auxiliary. The committee shall provide an auditor pursuant to provisions of Article IX, Section 2. The committee shall prepare an annual budget report based on the reported needs of functional areas and proportionate to the projected monies available.

SECTION 4: The National Membership committee shall be responsible for maintaining and updating the National BVAA membership list and sending out membership cards.

- A. The chairperson shall be responsible for collecting the membership dues and then forwarding these dues monthly to the National Treasurer.

ARTICLE VIII – EXECUTIVE BOARD

SECTION 1: The National Executive Board shall consist of the elected officers, the Immediate Past President, and the standing committee chairpersons.

SECTION 2: The National Executive Board shall have full power to act for the organization between general membership meetings, provided that the board shall take no action contrary to the policies established by the membership, and all of its actions shall be reported at the next general membership meeting.

ARTICLE IX – DUES

SECTION 1: Each member shall be required to pay annual dues of fifteen dollars (\$15) for each year.

SECTION 2: National Blinded Veterans Association Auxiliary dues are due to be paid by June 30th of each year.

SECTION 3: Membership will be in effect from July 1st to June 30th. Delinquent members shall have no right to vote, but will be reinstated upon payment of dues.

ARTICLE X – FINANCES

SECTION 1: The National Blinded Veterans Association Auxiliary and regional group auxiliaries can do NO FUND RAISING of any type without prior approval of the Board of Directors of the Blinded Veterans Association.

SECTION 2: The auditor shall, with the assistance of the members of the Budget/Finance Committee, inspect the books, financial records, and funds of the National Treasurer and report findings to the National President prior to the close of the general membership meeting at the National BVA Convention each year.

SECTION 3: The fiscal year will start August 1st and end July 31st.

SECTION 4: All undesignated funds raised, up to 50%, can be designated by the National Auxiliary Board for any activity that will be held at the subsequent National BVA Convention.

ARTICLE XI – REGIONAL GROUP AUXILIARIES

- SECTION 1: The National Auxiliary shall have the power to organize subordinate groups to be known as regional group auxiliaries, to issue, revoke, and amend their charters, to discipline their officers and members, to regulate their elections and generally, to regulate their activities and ways they conduct their affairs. It shall be the policy of the National Blinded Veterans Association Auxiliary that regional group auxiliaries shall be allowed the greatest amount of freedom of action and liberty consistent with reasonable control by the National Auxiliary. Whenever possible and prudent, members of a regional group will be disciplined by the regional group in accordance with Article III, Section I (above) and the bylaws of the regional group.
- SECTION 2: Charters of new regional groups may be issued on the accepted application of five (5) or more members of the national auxiliary in an area in which a regional group does not exist. The charter issued to any new regional group auxiliary must contain the name of state (or geographic area) in which the regional group auxiliary group is organized.
- A. Permit BVA Auxiliary regional group chapters to establish in their geographical area where a BVA regional group and a BVA auxiliary regional group are established. The chapter BVA Auxiliary would then be subordinated to that BVA Auxiliary regional group.
- SECTION 3: The National Auxiliary Executive Board may investigate the activities and operations of any regional group auxiliary that has willfully violated any of the by-laws and regulations of the National Auxiliary and may revoke the charter of such subordinate body.
- A. The regional group auxiliary has the authority to review and take action on all minor infractions of their bylaws, the National BVAA By-Laws, or other minor offenses of the members of the regional group. Review and actions taken should be handled in house by the membership and/or elected officers of the regional group. The regional group will then report their actions to the BVAA National Executive Board. (See also Article II and Article III.)
- SECTION 4: Inherent in the revocation of any regional group auxiliary charter is the loss of permission to use the name “Blinded Veterans Association Auxiliary”.
- SECTION 5: The National Executive Board may establish and adopt rules and regulations governing regional group auxiliaries and otherwise have supervision and authority over all subordinate or regional group auxiliaries.
- SECTION 6: Immediately after its organization, each new regional group auxiliary shall elect a President, Vice-President, Secretary, and Treasurer (the group may, at its discretion, combine the offices of secretary and treasurer), and other officers from among its membership considered necessary for its operation and government control. Such by-laws shall not be effective unless or until approved by the National Auxiliary Executive Board.

SECTION 7: The regional groups shall submit copies of the minutes of all meetings held without delay. Copies will be sent to the National President and National Secretary.

SECTION 8: In advance of undertaking any fund-raising, regional group auxiliaries shall submit a program budget and a plan of fund-raising activities to the National Auxiliary Executive Board for approval. After review by the board, final approval by the BVA Board of Directors will be requested. Upon receipt of that approval, the National Auxiliary Executive Board will notify the regional group in writing. Since this is required before fund-raising activities can be initiated, plans should be submitted seventy-five (75) days in advance of the event.

SECTION 9: In seeking publicity of any nature, prior approval by the National Auxiliary Executive Board MUST be obtained.

ARTICLE XII – AMENDMENTS TO BY-LAWS

SECTION 1: These by-laws may be amended by a two-thirds (2/3) vote of those voting at any meeting of the general membership, a quorum being present.

SECTION 2: All amendments must be approved by the Blinded Veterans Association Board of Directors.

ARTICLE XIII – PARLIAMENTARY PROCEDURE

SECTION 1: Robert Rules of Order, newly revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XIV – DISSOLUTION

SECTION 1: In order to dissolve the National Blinded Veterans Association Auxiliary, ALL remaining members shall vote to dissolve the Auxiliary. Upon dissolution of the organization, and satisfaction of any outstanding liabilities, assets shall be distributed to the National Blinded Veterans Association Scholarship Fund. If this organization is unable or unwilling to accept these funds, the assets shall be distributed to the Department of Veteran's Affairs General Post Fund for care and comfort of Blinded Veterans.

This is in accordance for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SECTION 2: Upon dissolution of a Regional Group Auxiliary, ALL remaining members shall vote to dissolve the Regional Group Auxiliary. Remaining funds shall be forwarded to the National BVA Auxiliary.