

# Blinded Veterans Association Auxiliary

## Bylaws



# BLINDED VETERANS ASSOCIATION AUXILIARY

NATIONAL HEADQUARTERS  
1600 DUKE ST, UNIT:510  
Alexandria, VA 22314

#### WEBSITE

<https://bva.org/auxiliary/>

Board of Directors (2023 – 2025)

President – Robert Murphy

Vice President – Sherri Harris-Bates

Secretary – Benjamin Holmes

Treasurer – Karin Myron

Reporter – Debbie Fricke

Immediate Past President – Sandra Krasnodemski

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## **PREAMBLE / PURPOSE**

We, the members of the Blinded Veterans Association Auxiliary (BVAA), in order to aid the Blinded Veterans Association (BVA) in whatever fashions we are able, to develop a deeper interest in that organization by family members and friends, 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 bylaws.

This organization is organized exclusively for charitable and educational purposes in support of BVA.

## **BYLAWS**

### **ARTICLE 1**

#### **NAME**

Section 1.

The name of this organization shall be 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 BVA.

Section 3.

The temporary working address of the organization shall be the home address of the BVAA president.

### **ARTICLE 2**

#### **SUPREME AUTHORITY**

Section 1.

The supreme authority of the organization shall be vested in its members, whether expressed in convention, or a regular or special meeting called.

Section 2.

At all times when the membership is not assembled, the supreme authority of the organization shall be vested in the executive board.

### **ARTICLE 3**

#### **MEMBERSHIP**

Section 1.

Membership shall consist of family and friends of blind and low vision veterans, over 18 years of age.

Section 2.

All membership lists will be restricted to the use of BVAA / BVA and will not be released to any outside entity.

#### Section 3.

Membership in the organization is a privilege, not a right. Membership may be refused or revoked when it is determined that the integrity of the purpose of the organization may be compromised.

#### Section 4.

Membership categories consist of annual or lifetime. Annual membership is \$15.00 for the fiscal year (1 July – 30 June). Lifetime membership is \$50.00.

### **ARTICLE 4**

#### **MEETINGS**

##### Section 1.

The general membership meetings shall be held at the annual BVA convention. The president may convene the executive board at such times deemed necessary. Additional general membership meetings may be held as required.

- a. All meetings and programs of the executive board and/or general membership may be held by teleconference or other virtual means.
- b. Agendas for meetings/programs will be made/approved by the president and secretary. The secretary will notify the membership of all meetings at least one week prior to the meeting date.
- c. Presentations for teleconference or other virtual means will be announced by BVA and BVAA. Instructions for attending and/or participating will be provided.

##### Section 2.

Twenty-five percent (25%) of those members in good standing and present at convention, with two (2) officers present, shall constitute a quorum at the annual BVA convention.

- a. Executive board meetings require a two-thirds (2/3) attendance of officers constituting a quorum.
- b. Virtual business meetings require a ten percent (10%) attendance of members in good standing, and two (2) officers constituting a quorum.

##### Section 3.

The regular order of annual meeting business shall be as follows:

- a. Welcome by the president
- b. Minutes of the preceding annual meeting
- c. Correspondence
- d. Treasurer's report

- e. President's report
- f. Vice president's report
- g. Reporter's report
- h. Committee reports
- i. Officer nominations
- j. Unfinished business
- k. New business
- l. Election of officers
- m. Installation of officers
- n. Good and welfare of the organization
- 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 5**

### **OFFICERS AND ELECTIONS**

#### Section 1.

The officers of the organization shall be president, vice president, secretary, treasurer, and reporter.

#### Section 2.

A nominating committee consisting of three (3) or more members shall be appointed by the 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.

b. Eligible nominees are members in good standing and approved by the nominating committee.

c. Members of the nominating committee are eligible candidates for office.

d. Elections will be held at the annual meeting. Nominations may be made from the floor at the election meeting.

(1) Members wishing to accept an office should contact the secretary prior to the annual meeting. When there is but one (1) nominee for any office, or a single slate, it shall be in order to move that the secretary cast the elective ballot.

(2) When two (2) or more names are nominated for any office, voting shall be by secret ballot. In this event, the president shall appoint three (3) tellers who shall announce the results of the election before installation.

(3) If a paper ballot is needed, appropriate instructions will be given at that time.

#### Section 3.

Officers shall be elected for a two (2) year term. Officers shall have a limit of two (2) terms per position. Prior officers shall be eligible to serve again after a two (2) year break from office.

#### Section 4.

##### Vacancies

- a. Shall be filled by the majority vote of the executive board.
- b. Should the president vacates the office the vice president shall automatically move into the office.
- c. All finances, records, documents, files, pictures, and reports are to be forwarded and shipped by the outgoing officers and chairpersons of the standing committees to the newly elected officers and chairpersons of the standing committees within thirty (30) days of their election.

### **ARTICLE 6**

#### **DUTIES OF OFFICERS**

##### Section 1.

- a. The president shall be the executive head of the organization with full power to enforce the provisions of the bylaws, resolutions, and policies adopted by the organization.
- b. The president shall be the presiding officer of the executive board and serve as an ex-officio on all committees.
- c. The president shall have and exercise all the functions entrusted by the organization and perform all executive officer duties.
- d. The president shall appoint such committees as may be necessary for the successful operation of the organization and may, in a proper case, and for failure to perform their duties, remove such appointed person from such committee and appoint a successor.
- e. The president shall act as, or appoint, a liaison to BVA.
- f. The president shall coordinate the executive board and membership meetings
- g. The president shall send quarterly correspondence to members.

##### Section 2.

The vice president shall, during the absence or disability of the president, have all the authority and perform all of the duties of the president until the absence or disability of the president ceases to exist, and perform such other duties as may be prescribed by the organization.

##### Section 3.

The secretary shall keep the minutes of all meetings, and produce such minutes within thirty (30) days of meeting date. The secretary shall perform such other duties as assigned by the president, handle all



correspondence, and maintain records. The secretary will provide minutes to all members following the annual meeting.

#### Section 4.

The treasurer shall maintain true and complete records of accounts, reflecting all the income and expenditures of the organization. The treasurer shall report regularly to the president and prepare a detailed report for the annual meeting. The books and records shall be available "on demand."

a. All funds shall be deposited in banking institutions approved by the executive board. The accounts shall be in the name of the organization.

b. All funds shall be disbursed by checks drawn by the treasurer with the approval of the president. All disbursements require two (2) signatories.

#### Section 5.

The reporter shall write articles of news and information pertinent to the organization, and submit such articles to BVA for publication.

### **ARTICLE 7**

#### **STANDING COMMITTEES**

##### Section 1.

The scholarship committee shall be responsible for opening the scholarship award program each year to eligible candidates sending the applications to all students who request them, processing the applications, and selecting the recipient according to the established criteria. The committee is to be comprised of five (5) members.

##### Section 2.

The raffle/auction committee shall be responsible for obtaining gifts and materials for the fundraising projects held during the annual meeting. The duties of the 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.

##### Section 3.

The budget/finance committee shall be responsible for monitoring the fiscal programs of the organization. The committee shall provide an auditor pursuant to provisions of Article X, Section 2 of these bylaws. 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 membership committee shall be responsible for maintaining and updating the membership list and sending out membership cards. The treasurer shall be responsible for collecting the membership dues and then forwarding the memberships to the chairperson.

### **ARTICLE 8**

## **EXECUTIVE BOARD**

### Section 1.

The executive board shall consist of the elected officers, the immediate past president, and the standing committee chairpersons.

### Section 2.

The executive board shall have full power to act for the organization between membership meetings, provided that the executive board shall take no action contrary to the policies established by the membership, and all its actions shall be reported at the next membership meeting.

## **ARTICLE 9**

### **DUES**

#### Section 1.

Each member shall be required to pay annual dues of fifteen dollars (\$15) for each year. Lifetime dues are a one-time payment of fifty dollars (\$50).

#### Section 2.

Dues must be paid during the current fiscal year (1 July – 30 June) to maintain good standing status.

#### Section 3.

Membership shall be in effect from 1 July – 30 June annually. Delinquent members shall have no right to vote but will be reinstated upon payment of dues.

## **ARTICLE 10**

### **FINANCES**

#### Section 1.

BVAA and regional group auxiliaries can do NO FUNDRAISING of any type without prior approval of the board of directors of BVA.

#### 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 treasurer and report findings to the president prior to the close of the membership meeting at the annual meeting.

#### Section 3.

The fiscal year will be 1 July – 30 June.

#### Section 4.

All funds, up to fifty percent (50%), excluding the scholarship fund, may be designated by the executive board for any activity that will be held at the annual meeting.

## **ARTICLE 11**

### **REGIONAL GROUP AUXILIARIES**

#### Section 1.

BVAA 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 the ways they conduct their affairs. It shall be the policy of BVAA that regional group auxiliaries shall be allowed the greatest amount of freedom of action and liberty consistent with reasonable control by BVAA. Whenever possible and prudent, members of a regional group auxiliary will be disciplined by the regional group auxiliary in accordance with Article II, Section I (above) and the bylaws of the regional group auxiliary.

#### Section 2.

Charters of new regional group auxiliaries may be issued on the accepted application of five (5) or more members of BVAA in an area in which a regional group auxiliary 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 is organized.

a. Regional group auxiliary chapters may be established in geographical areas where a BVA regional group and a BVAA regional group are established. The BVAA chapter would then be subordinated to that BVAA regional group.

#### Section 3.

The executive board may investigate the activities and operations of any regional group auxiliary that has willfully violated any of the bylaws and regulations of BVAA, and may revoke the charter of such subordinate body.

a. Regional group auxiliaries have the authority to review and take action on all minor infractions of their bylaws, the BVAA bylaws, or other minor offenses of the members of the regional group auxiliary. Review and actions taken should be handled in house by the membership and/or elected officers of the regional group auxiliary. The regional group auxiliary will then report their actions to the BVAA executive board.

#### 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 executive board may establish and adopt rules and regulations governing regional group auxiliaries and otherwise have supervision and authority over all subordinate 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 governance. Regional group auxiliaries should draft bylaws and submit to the executive board for approval.

#### Section 7.

The regional group auxiliaries shall submit copies of their minutes within thirty (30) days of meeting date. Copies will be sent to the BVAA president and secretary.

#### Section 8.

In advance of undertaking any fundraising, regional group auxiliaries shall submit a program budget and a plan of fundraising activities to the executive board for approval. After review by the executive board, final approval by the BVA board of directors will be requested. Upon receipt of that approval, the executive board will notify the regional group auxiliary in writing. Since this is required before fundraising 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 executive board MUST be obtained.

### **ARTICLE 12**

#### **AMENDMENTS TO BYLAWS**

##### Section 1.

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

##### Section 2.

All amendments must be approved by the BVA board of directors.

### **ARTICLE 13**

#### **PARLIAMENTARY PROCEDURES**

Robert's 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 bylaws.

### **ARTICLE 14**

#### **DISSOLUTION**

##### Section 1.

In order to dissolve BVAA, ALL active members shall be required to vote to dissolve. Upon dissolution, and satisfaction of any outstanding liabilities, assets shall be disbursed to BVA. If this organization is unable or unwilling to accept these funds, the assets shall be disbursed to the Department of Veterans Affairs Blind Rehabilitation Service for care and comfort of blind and low vision veterans, their families, and caregivers.

Section 2.

Upon dissolution of a regional group auxiliary, remaining funds shall be forwarded to BVAA scholarship fund.