

# Transportation Corps Regimental Association (TCRA)



## Constitution and Bylaws

February 2010

# Transportation Corps Regimental Association (TCRA)

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This is the sixth edition of the Transportation Corps Regimental Association (TCRA) Constitution and Bylaws. It is based largely on the September 1997 version yet reflects the current realities of the organization.

The most significant changes adopted in this edition include realigning the focus of TCRA to promoting the Transportation Regiment as the Army's centerpiece for transportation support and power projection; recognizing Transportation Corps soldiers and DA civilians who have fallen in a combat zone as honorary individual members of the Association; clarifying how the TCRA President and Executive Council are appointed and approved; adding the purpose of individual and corporate/associate corporate membership programs; changing the required membership meeting quorum for transaction of business from five to one percent (the quorum for changing the Constitution remains five percent); shifting instructions for how to become a TCRA member from the Constitution to the Bylaws; and adding a complete explanation of the recognition programs managed and/or supported by the Association.

# CONSTITUTION

## ARTICLE I: NAME AND PURPOSE

### Section 1 – Name

The name of this Association is the Transportation Corps Regimental Association.

### Section 2 – Purpose

The purpose of this Association is to promote the Transportation Corps; to support the Chief of Transportation (COT); to promote the professional development of its members; and to foster and preserve the spirit, traditions, and solidarity of the Transportation Corps Regiment.

## ARTICLE II: STATEMENT OF OBJECTIVES

On 8 February 2001, the Executive Council of the Transportation Corps Regimental Association (TCRA) approved these objectives designed to guide the Association's efforts in achieving its purpose.

1. To support the Chief of Transportation in strengthening the image of the Transportation Corps.
2. To assist in promoting the Transportation Corps Regiment as the Army's centerpiece for transportation support and power projection.
3. To work with other organizations in the U.S. Army and the Transportation Corps.
4. To provide various communicative means for encouraging all Transporters to become actively involved in Association developments.
5. To provide academic scholarships to eligible family members.
6. To work with commercial businesses, and academic and governmental organizations to encourage involvement in Association activities.
7. To promote efficient organizational mechanisms, guidelines, and membership incentives for the Association chapters worldwide.
8. To support Association chapters in their community relations efforts that promote the Transportation Corps and to develop members professionally.
9. To provide resource support for the recognition of outstanding soldiers and civilians of the Association.

### **ARTICLE III: GENERAL PROVISIONS**

1. The headquarters of this Association is located at such place as the Executive Council shall determine.
2. The Association operates and exists on a military installation only with the consent of the installation commander. The consent is contingent on compliance with the requirements and conditions of all Army Regulations, specifically *AR 210-22(Private Organizations on Department of the Army Installations)*.
3. Neither the United States Army nor its various agencies shall be obligated, financially or otherwise, by an action of the Association; and the Association will not represent itself as an instrument of the United States Government.
4. The Association will be self-sustaining financially through dues, contributions, service charges, fees, special assessment of members, or income from investments.
5. There shall be no capital stock and no distribution of profits to any officer, member or other person, but the entire income of the Association, from all sources, shall be applied and used to conduct its activities in furtherance of its purpose as set forth in Article I, Section 2.
6. The Association activities will be directed toward achieving the purpose as set forth in Article I, Section 2 and supporting recognized programs conducted to benefit the Department of Defense. These activities will not prejudice or discredit the Department of the Army or other agencies of the Federal Government.
7. The Association will not engage in activities that compete with those of any non-appropriated fund instrumentality, recreation services or any other Government function using appropriated funds.
8. Should the Association not have enough assets to cover all liabilities, members would be fully responsible for covering whatever portion of the liability is not covered by insurance or Association assets. In the settlement of liabilities the Association will adhere to all State and jurisdictional laws.
9. All utilities used for the management of the Association are incidental (would cost more to bill and collect than it costs to provide the utility). Should the use of utilities increase to a non-incidental state, the Association will reimburse the Army for all utility expenses incurred.
10. The Association will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
11. Association activities will not seek to deprive individuals of their civil rights in any manner.

## **ARTICLE IV: OFFICERS AND EXECUTIVE COUNCIL**

### **Section 1 – Officers**

The officers of the Association shall be as follows: President; Senior Vice President (Army Reserve); Senior Vice President (Army National Guard); Vice President (Director, Office, Chief of Transportation); and, based on the President's option, a Secretary/Treasurer or a separate Secretary and Treasurer. If a vacancy occurs in the Office of the President, the unexpired term will be filled by the senior retired US Army Transportation Corps member of the Executive Council until the vacancy is filled by the Chief of Transportation.

### **Section 2 – Executive Council**

1. The Executive Council is primarily a volunteer organization and consists of the following:

Officers: As indicated in Section 1, Article IV.

Chair Members: Individual Membership, Corporate Membership, Local Chapters, Publications.

Honorary Members: Honorary Warrant Officer of the Regiment (HWOR), Honorary Sergeant Major of the Regiment (HSGMOR) and Honorary Civilian of the Regiment (HCIVOR).

2. The Honorary Colonel of the Regiment (HCOR) is appointed by the Chief of Transportation (COT) and also serves as President of the TCRA. The TCRA President serves for a three year term which may be extended on an annual basis by the COT. The TCRA President appoints members of the Executive Council for three year terms commencing when appointed and recommends those appointed for approval by a majority of a quorum at the next general TCRA membership meeting. If a recommended individual is not approved, the general membership may nominate or the TCRA President may nominate replacements for membership approval. Council member may be extended for three years or in three annual increments by the TCRA President.
3. The Executive Council shall manage the business and property of the Association consistent with law and this Constitution; shall have the power to make and amend the bylaws, consistent with this Constitution, for its own government; and shall have the power to provide in the Bylaws for the appointment of such officers, agents and/or employees as it shall deem necessary and proper, and to prescribe their duties and compensation.

## **ARTICLE V: MEMBERSHIP**

### **Section 1 – Purpose**

1. Individual Membership Program. To attract, retain and inform individuals who want to promote the Transportation Coups Regiment,

enhance the professionalism of Transporters, and support the purpose and objectives of the TCRA.

2. Corporate and Associate Corporate Membership Program. To attract and retain as Corporate Members and Associate Corporate Members those commercial businesses, and academic and governmental organizations that want to promote the Transportation Corps Regiment and support the purpose and objectives of the TCRA.

## **Section 2 – Eligibility**

1. Membership is open to all persons who wish to support and promote the values, vision and goodwill of the US Army Transportation Corps. Members may fall into any one of the three categories as outlined below. Annual dues shall be determined by the Executive Council. Members, both individual and corporate, must not discredit the Association and must remain in good standing. The categories of membership are as follows:
  - a. Individual Member
  - b. Corporate Member
  - c. Associate Corporate Member
2. Qualifications for membership are as follows:
  - a. Individual Members: Officers, noncommissioned officers, and enlisted both active or retired of an component of the military; civilian employees, cadets of the service academies, military schools and ROTC programs, civilians in good standing associated with the Transportation Corps, and those who subscribe to the purpose for which the Association was formed.
  - b. Fallen Personnel: A fallen Transportation Corps Soldier or DA Civilian who has been designated by the COT as a Distinguished Member of the Regiment (DMOR) is recognized as an Honorary Individual Member of the TCRA in perpetuity.
  - c. Corporate Members: Normally larger firms that subscribe to the purposes of the Association and participate in the development of components of transportation systems or who contribute to the betterment of the Transportation Corps by providing concepts, studies and services. Corporate members may designate six individual members
  - d. Associate Corporate Members: Normally small firms that subscribe to the purposes of the Association and participate in the development of components of transportation systems or who contribute to the betterment of the Transportation Corps by providing concepts, studies and services. Associate Corporate members may designate three individual members.

### **Section 3 – Application**

Individuals as well as businesses and organizations must apply for TCRA membership. Applications procedures are outlined in TCRA Bylaws.

### **Section 4 – Termination**

Membership in the Association shall remain in force so long as the member maintains payment of dues or fees and does not violate provisions of Article V, Section 5. Membership in the Association may be terminated for cause at any regular or special meeting of the Association upon concurrence of three-fourths of the members attending said meeting. Termination for cause may only occur after said member has been advised, by written notice, of said proposed action at least twenty days prior to such meeting, and only after said member has been given the opportunity to be heard at said meeting.

### **Section 5 – Rights**

All members of the Association have the privilege of attending general membership meetings and engaging in discussions at meetings and receiving the benefits specified in the bylaws. Only members shall be entitled to hold office and vote. Each member shall have one vote, which may be cast in person or by duly elected proxy.

### **Section 6 – Conduct**

Every member of the Association must conduct himself/herself in a manner that will not in any way prejudice or discredit the Department of the Army or other agencies of the Federal Government. Any member whose conduct violates the standards will have action taken as outlined in Article V, Section 3.

## **ARTICLE VI: SUBSCRIBERS**

A subscriber is any armed forces unit, civilian industry, library, association, educational institution, or government entity that subscribes to the TCRA “Spearhead” upon the payment of the appropriate subscription price.

## **ARTICLE VII: MEETINGS AND QUORUMS**

### **Section 1 – Meetings**

1. General membership meetings of the Association shall be determined by the Executive Council. There will usually be two general membership meetings per calendar year.
2. The President may, upon written request of twenty or more members, call special meetings.

3. One month notice of annual meetings shall be given. Such notice shall be deemed to have been given when published in an issue of "Spearhead" or the "Transportation Express" newsletter, or posted on the Association website at least one month before such meetings.

### **Section 2 – Quorums**

One percent of the membership of the Association, present in person or by proxy, shall constitute a quorum for the transaction of business, provided that at least fifteen members are present in person not including members of the Executive Council.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1 – Adoption**

This constitution shall become effective when approved by a majority of the members, subject to the approval of the installation commander.

### **Section 2 – Amendments**

1. A quorum will constitute 5 percent of the Association's membership. The constitution may be amended or repealed by a vote of two-thirds of a quorum, present in person or by proxy, at a duly called meeting of the Association. Changes or amendments to the Constitution are subject to approval of the installation commander. Recommendations for amendments or repeal can be presented to the Secretary/Treasurer, in writing, signed by not less than ten members of the Association, at least two months before the date of the meeting at which the proposed amendment or repeal is to be considered.
2. Bylaws may be established, amended or repealed by a majority vote of the members of the Executive Council.

## **ARTICLE IX: DISSOLUTION**

In case of the dissolution of the organization, whatever funds are contained in the treasury at the time, will be used to satisfy any outstanding debts, liabilities or obligations. Upon the dissolution of the Association, the residual balance of these assets shall be donated to the Transportation Corps Museum Foundation, a nonprofit organization. All bound volumes and books, upon dissolution, become the property of the Transportation Corps Museum. Any other assets of the Association not converted to cash, upon dissolution, shall be sold to the highest bidder at public or private sale and the proceeds of the sale, after expenses, donated to the Transportation Corps Museum Foundation.

## **ARTICLE X: LOCAL CHAPTERS**

1. The Association supports the foundation of local chapters. It is the intent and spirit of this Association that such chapters are organized either at Transportation Corps brigade/group or Sustainment Command level, or around a certain geographical area. In other cases where organizations (separate battalions) or special groups organize to form a local chapter and petition for recognition, exemptions may be granted by vote of the Executive Council.
2. After local chapters have been formally organized and have adopted a constitution and bylaws, a copy of them will be presented to the Secretary/Treasurer with a roster of Association members making up the chapter and a petition to the President of the Association for a charter. When the Secretary/Treasurer and the appropriate installation commander have approved these documents, the President shall issue a charter to said chapter in the name of the Association. Chapters may not function as a part of the Association without a charter and the consent of the appropriate installation commander or designated higher authority.
3. Having been presented such charter, each local chapter will be expected to maintain a viable membership; to uphold the declared principles, purpose, and objectives of the Transportation Corps Regimental Association and this Constitution; to abide by the letter and spirit of the provisions of the chapter's established bylaws; and to comply with all local laws and established regulations that govern the operation of private organizations. Each chapter is required to provide to the Association headquarters an annual, end-of-the-year report on the status of activities, programs, plans, membership, and financial posture. If a report is not received on an annual basis no more than one month after the end of the calendar year, that local chapter will not receive funding from the National office.
4. Each chapter, if appropriate, must obtain its own Internal Revenue Service tax-exempt status and is liable for any debts it incurs.

## **BYLAWS**

### **ARTICLE I: DUTIES OF OFFICERS**

The President shall *ipso facto* be the chairman of the Executive Council. He shall preside at all meetings of the Council and the Association. The President shall approve all committees and shall be an *ex-officio* member of all committees of the Association. As the constitutional head of the governing body of the Association, he is responsible for ensuring all funds are properly accounted for and expended only as provided for in the Constitution and Bylaws. In his temporary absence, the ranking Senior Vice President, Vice President, or ranking other Officer, in that order, shall assume the duties of the President.

## **ARTICLE II: ELECTION AND VOTING**

### **Section 1 – Election**

The Executive Council will be elected as provided for by Article IV of the Constitution.

### **Section 2 – Voting**

A minimum of 50 percent of the Executive Council shall constitute a quorum for transaction of business or to amend the bylaws. A majority vote will govern in all matters acted upon by the Council. This vote may be taken in person, by mail, e-mail, or telephone as deemed necessary.

## **ARTICLE III: MEMBERSHIP APPLICATION, DUES AND FEES**

### **Section 1 – Membership Application**

1. Individual Membership. Application may be made on line via the Internet or in writing as outlined at the TCRA website. The application must provide all specified personal data needed to establish eligibility, be accompanied by payment of at least one year's dues, and be submitted to Association Headquarters to avoid delay in approval. New and renewing members will be mailed a membership card. Members are responsible for informing TCRA about their address changes.

2. Corporate and Associate Corporate Membership. A manual application form may be obtained at the TCRA website or from the Administrator, completed manually, and mailed to Association Headquarters with dues payment, or payment can be made on line.

### **Section 2 – Annual Review**

Individual and Corporate/Associate Corporate membership dues, and subscription and advertising fees will be reviewed on an annual basis concurrent with approval of the Association's annual budget.

### **Section 3 – Dues**

1. Dues for individual membership in the Association have been established by the Executive Council as:

	<u>1 year</u>	<u>3 year</u>	<u>10 year</u>	<u>Lifetime*</u>
Civilians/SFC or GS-6 and above	\$20.00	\$55.00	\$150.00	\$300.00
Students/SSG or GS-5 and below	\$13.00	\$35.00	\$100.00	\$200.00

\* Installment payment plan of three equal annual payments available for all lifetime members.

- Annual dues for corporate membership in the Association have been established by the Executive Council as:

Corporate Members	\$600.00
Associate Corporate Member	\$300.00

- See Article IX for membership benefits.

#### **Section 4 – Fees**

Fees for a subscription to the TCRA “Spearhead” have been established by the Executive Council as follows:

	<u>1 year</u>	<u>3 years</u>	<u>10 years</u>
Subscription Fee	\$20.00	\$55.00	\$150.00

### **ARTICLE IV: STANDING COMMITTEES**

The President of the Executive Council will approve functional committees from the membership of the Association as required. The following will normally be required:

- Individual Membership Committee
- Corporate Membership Committee
- Local Chapters Committee
- Publications Committee

### **ARTICLE V: FINANCES**

- Authority to expend funds for authorized purposes, as established by the policy of the Executive Council, is hereby delegated to the Secretary/Treasurer or Treasurer with the exception that any single non-budgeted expenditure exceeding \$600.00 shall require prior approval of the Executive Council. The Secretary/Treasurer or Treasurer may keep up to \$250.00 in cash for administrative expenditures.
- Accounting records of all funds shall be maintained on a double-entry basis system in accordance with sound accounting principles as approved by the Executive Council. These records will be audited as required by *AR 210-22 (Private Organizations on Department of the Army Installations)*. The Secretary/Treasurer or Treasurer will contract for audit/tax preparation services annually.
- The officers and employees of the Association may receive reimbursement for expenses incurred while performing Association business as prescribed in the bylaws or approved by the Executive Council.

4. When appropriate, the TCRA will obtain adequate insurance as protection against public liability claims, property damage claims, or other legal actions arising from TCRA activities, or one or more TCRA members acting on its behalf. The Secretary/Treasurer or Treasurer will be bonded.

## **ARTICLE VI: RECOGNITION PROGRAMS, AWARDS AND GIFTS**

Following are awards and forms of recognition that are managed or supported by the Association to recognize members of the Transportation Corps or others who have significantly contributed to the spirit, traditions and/or solidarity of the Regiment.

### **Section 1 – Military Order of Saint Christopher Award**

Recognizes those individuals who have made significant contributions to the Transportation Corps. It is established at two levels, the Ancient Order of Saint Christopher and the Honorable Order of Saint Christopher.

### **Section 2 – Patronus Rotae Award**

Recognizes those individuals who have made a significant positive impact on the Transportation Corps, a unit, or the community and have demonstrated the highest standards of integrity and moral character.

### **Section 3 – Eagle Award**

Supports the COT's annual recognition of the active and reserve component Regimental Officer, Warrant Officer, Noncommissioned Officer and DA Transportation Civilian of the year.

### **Section 4 – Other Recognition**

Certificates of appreciation and other forms of recognition may be given to members, employees or others so deserving. The Executive Council will determine the appropriate forms of recognition.

## **ARTICLE VII: HIRING AND SUPERVISION OF EMPLOYEES**

The Administrator works primarily for the President. The Administrator performs the duties of that position and supports other members of the Executive Council to the extent primary workload permits. The President exercises formal hiring and firing authority over employees with the assistance of the Secretary/Treasurer or Secretary. Discrimination with regard to race, color, marital status, age, creed, national origin, lawful political affiliation, labor organization membership, physical handicap, or sex will not be permitted in employment practices of the Association. The laws pertaining to the fair labor standards and the equal opportunity program *AR 690-12* will be followed.

## **ARTICLE VIII: MEMBER BENEFITS**

### **Section 1 – Individuals Members**

- a. All individual members shall receive the following:
  1. The Transportation Corps Regimental Association membership card.
  2. A copy of each edition of the TCRA “Spearhead” published during the period of membership.
  3. A copy of each Transportation Corps active duty Redbook published during the period of membership.
  4. An electronic copy of each Newsletter.
- b. Fallen Personnel. The spouse and children of a fallen Transportation Corps Soldier or DA Civilian who is designated a DMOR and an Honorary Individual Member of the Association in perpetuity are eligible for associated TCRA family programs and benefits to include the Scholarship Program.

### **Section 2 – Corporate and Associate Corporate Members**

All corporate and associate corporate members shall receive the following:

- a. The Transportation Corps Regimental Association membership card.
- b. All individual membership benefits for designees to include the Scholarship Program.
- c. A corporate membership plaque.
- d. Free participation in all Association activities identified by the Executive Council including participation for a corporate representative in the annual or other Association membership meetings.

- e. An invitation to the Transportation Corps Regimental Review Ceremony and the Transportation Corps Ball. (Cost of the ticket to the ball to be paid by the Corporate or Associate Corporate member.)
- f. Discounted advertising rates in the TCRA “Spearhead” and Vol I of the Redbook.
- g. Corporate recognition in each issue of the TCRA “Spearhead” and Newsletter.
- h. E-distribution of the COT’s SIGACTS report to one designated member of each Corporate and Associate Corporate member.
- i. Networking with other Association members.

### **Section 3 – Scholarship Program**

- a. The Scholarship Program is administered by the Secretary or Secretary/Treasurer with participation in the selection process by members of the Executive Council and final approval of selectees by the President.
- b. All individual members to include individual members selected by corporate and associate corporate members are eligible for the Scholarship Program.

## **ARTICLE IX: “HOW TO” GUIDE FOR LOCAL CHAPTER FORMATION**

### **General Remarks and Requirements**

Local chapters are the primary vehicle by which the Association seeks to promote the Transportation Corps and to enhance the professionalism of Transporters. The national organization provides supporting resources and incentives; the chapters plan and conduct innovative programs tailored to local needs, but designed to accomplish the Association’s overall purpose and objectives.

The following extract of Article X of the Association’s Constitution provides the organization’s official position and requirements regarding local chapters.

### **STARTING A LOCAL CHAPTER**

- 1. The Association supports the formation of local chapters. It is the intent and spirit of the Association that such chapters be organized at either Transportation group/ brigade or Sustainment Headquarters level, or around a certain geographical area. In other cases where organizations (separate battalions) or special groups organize to form a local chapter and petition for recognition, exceptions may be granted by vote of the Executive Council. All chapter members must be members of the TC Regimental Association.

2. After local chapters have been formally organized and have adopted bylaws, a copy of such bylaws will be presented to the Secretary/Treasurer with a roster of Association members making up the chapter and a petition to the President of the Association for a charter. When the Secretary/Treasurer and the appropriate installation commander have approved these documents, the President will issue a charter to that chapter in the name of the Association. Chapters may not function as a part of the Association without a charter and the consent of the appropriate Installation Commander or designated higher authority.
3. Having been presented such a charter, each chapter will be expected to maintain a viable membership; to uphold the declared principles, purpose and objectives of the Transportation Corps Regimental Association and this Constitution; to abide by the letter and spirit of the chapter's established bylaws; and to comply with all local laws and established regulations that govern the operation of private organizations on military installations.
4. Each chapter is required to provide an annual, calendar year report by 31 January of the next calendar year. The report should include the status of activities, programs, plans, membership, and financial posture.

#### **Annex 1 to ARTICLE IX – Requirements and a Checklist for Certification**

Local chapters are relatively easy to establish. All organizers need do is follow the step-by-step procedures outlined in this Annex. In fact, the Association's leadership recommends that local leaders merely fill in the blanks of the model documents provided. Of course, these models may be modified as local needs dictate, but care should be taken to ensure that changes do not conflict with AR 210-22, *Private Organizations on Department of the Army Installations*.

The following checklist outlines the simple procedure for certification:

Step 1: Identify the need for a local chapter to the Transportation Corps leaders in your community and determine whether the chapter will be organized around a division or installation, a Transportation or Sustainment group or brigade, a separate Transportation Corps or Sustainment Support battalion, or a specific geographical area.

Step 2: Contact the national organization to request guidance, resources, and assistance.

Step 3: Establish an organizing committee of enthusiastic Transporters to enlist the support of local individuals who are already members of the Association and to recruit nonmembers through an aggressive membership drive.

Step 4: Use the organizing committee to prepare local bylaws based on the sample draft at Annex 3. Variations from the sample bylaws are permissible, but ultimately they must be approved by the Association's Executive Council. The easiest procedure is merely to fill in the blanks.

Step 5: Conduct an election in which your original local chapter members select an executive council in accordance with your proposed bylaws.

Step 6: If your local chapter is to exist on a Department of Defense installation, secure approval from the Installation Commander in accordance with AR 210-22, *Private Organizations on Department of the Army Installations*. Annex 4 is a sample letter of request. Also solicit and submit the Internal Revenue Service Package 1024 as outlined in Annex 5.

Step 7: Apply to the Transportation Corps Regimental Association for permission to form a local chapter. The petition must include the location, name, roster of executive council officers, proposed bylaws, installation commander's approval (if required), signatures of the executive council members, and a roster of your chapter's initial membership. Annex 6 provides a sample format for such an application.

Step 8: The Executive Council of the Association reviews the petition for a local chapter and responds appropriately by forwarding a letter of recognition, charter and an incentive grant.

## **Annex 2 to ARTICLE IX – Local Chapter Program**

### **Section 1 – Purpose**

To create and sponsor local professional organizations capable of promoting the Transportation Corps and enhancing the professional development of Transporters.

### **Section 2 – Scope**

Local chapters may be formed by any group of individuals and corporate members of the Association in accordance with the detailed instructions provided in Annex 1 to ARTICLE X.

### **Section 3 – Benefits**

Local chapters are one of the primary means by which the Association seeks to achieve its purpose. They provide a forum for the development of future generations of Transporters and a means for spreading the Transportation Corps' story. They also provide a convenient, well-supported organization for local Transportation Corps leaders to use to preserve and expand the traditions and esprit de corps of the Transportation Corps Regiment.

### **Section 4 – Incentive Grants**

Request for initial chapter status will be considered from organizations with a minimum of 20 members. Once chapter status is approved, the National Headquarters will forward a chapter banner to the new local chapter. If chapter membership falls below 20 (as of 31 January each year), the chapter will revert to inactive status. An annual grant will be distributed to chapters under the following conditions:

- Chapters with more than 50 members are eligible for a \$75.00 grant
- Chapters with 35-49 members are eligible for a \$50.00 grant
- Chapters with 20-34 are eligible for a \$25.00 grant

Chapters will only receive their grant upon timely submission of an annual report (due NLT 31 January of each year) as described in ARTICLE X.

### **Section 5 – Fees**

Although chapters may establish internal fees, there are no local chapter fees imposed by the Association at large.

## **Annex 3 to ARTICLE IX – Sample Bylaws of a Local Chapter**

### **ARTICLE I: NAME**

The name of this organization is the \_\_\_\_\_ Chapter of the Transportation Corps Regimental Association, hereafter referred to as the Chapter.

### **ARTICLE II: PURPOSE AND OBJECTIVES**

#### **Section 1 – Purpose**

The purpose of the Chapter is the purpose of the Transportation Corps Regimental Association.

#### **Section 2 – Objectives**

The Chapter objectives shall be the objectives of the Transportation Corps Regimental Association.

### **ARTICLE III: OFFICERS AND GOVERNING BODY**

#### **Section 1 – Officers of the Chapter**

The Chapter shall be governed by an Executive Council consisting of the following minimum duly elected officers: a President, a Vice President, a Secretary, and a Treasurer. Officers of the Executive Council shall be elected from the Chapter membership residing in the geographical area of the Chapter. They shall take office on the first day of the calendar year for which they were elected to serve. Officers will be elected for a specified term as determined by the chapter and may not hold the same office for more than two succeeding terms.

## **Section 2 – Termination of Officer Status**

Any elected officer may resign his office by submitting his resignation, in writing, to the Executive Council of the local Chapter. Such officer shall continue to be responsible for the conduct of the duties of his office until his resignation has been formally accepted and a suitable replacement has been duly appointed.

## **Section 3 – Removal from Office**

An officer of the Chapter may be removed from office by the following procedures:

- a. A Petition to Recall must be signed by at least 10 percent of the membership of the Chapter and must be read initially at a Chapter meeting.
- b. Notice of the Petition to Recall shall be distributed to the entire membership of the Chapter, together with notification of the place, date, and time of the meeting at which the Petition to Recall is to be read again.

## **Section 4 – Temporary Appointment of Officers**

The President shall, with the approval of the Executive Council, appoint replacements to elective offices vacated, subject to formal approval by a simple majority of the membership present at the time a vote on this matter is taken at the next duly announced general membership meeting.

## **Section 5 – Compensation for Chapter Council Members**

The officers of the Chapter shall serve without compensation. With prior written approval by the Executive Council, officers may be reimbursed for bona fide professional services performed or expenses incurred in the conduct of Chapter affairs.

# **ARTICLE IV: DUTIES OF THE OFFICERS OF THE CHAPTER**

## **Section 1 – President**

The President shall preside at all meetings of the Chapter, call and preside at Executive Council meetings, appoint any committee chairperson, and appoint any other position required for the conduct of business. The President shall, in the unavailability or incapacity of the Treasurer, sign checks and withdrawal authorizations on behalf of the Chapter, and the same shall be honored on his signature alone. As the Chief Executive Officer of the Chapter, the President shall have general and active management of the business affairs and property of the Chapter, and he/she shall be responsible that all orders and resolutions of the Chapter and the Executive Council are carried into effect.

## **Section 2 – Vice President**

The Vice President shall, in the absence or incapacity of the President, perform the duties of the President. The Vice President shall perform such other duties as may be directed by the President.

### **Section 3 – Secretary**

The Secretary shall keep and maintain such records and files as may be required in the conduct of Chapter business. He/she shall act as the official custodian of the Chapter bylaws, charter, and all current and past records, including the official file copies of past financial records. The Secretary shall record the minutes of all business meetings of the Chapter and the Executive Council, including actions taken by vote or direction of the President. He/she shall give notice of all Executive Council and general membership business meetings as requested by the President.

### **Section 4 – Treasurer**

The Treasurer shall have charge and custody of all receipts, funds, and securities of the Chapter and shall secure them in the name of the Chapter in such depositories as may be designated by the Executive Council. The Treasurer shall sign all checks and withdrawal authorizations on behalf of the Chapter, and the same shall be honored on his signature alone. He/she shall keep accurate and current accounts in books belonging to the Chapter, collect local chapter dues as required; and shall render to the Executive Council, as required, an account of all his/her transactions as treasurer and or the financial condition of the Chapter. The Chapter books shall be audited annually by a committee or agency designated by the president.

### **Section 5 – Additional Executive Council Members**

A duly elected member of the Executive Council will attend all council meetings and advise and support the Executive Council by exercising sound professional judgment on all matters presented to the council. The council member shall assist in the management of the council business. He/she shall have the same responsibilities as the council officers concerning the making or amending of Chapter bylaws and shall have the voting power to provide for the appointment of such officers, agents, and employees in the bylaws as necessary and proper and to prescribe their duties and compensation.

## **ARTICLE V: THE CHAPTER EXECUTIVE COUNCIL**

### **Section 1 – Organization**

The Executive Council shall consist of the Chapter President, the Vice President, the Secretary, the Treasurer, and additional members as required and determined by the size of the Chapter. A minimum of 50 percent of the members of the Executive Council shall constitute a quorum.

### **Section 2 – Council Responsibilities**

The Executive Council shall be responsible to ensure implementation of all policies, orders, and resolutions of the Chapter membership. Lacking such guidance, the Executive Council shall

formulate and execute policy initiatives deemed necessary and in the best interests of the Chapter. It shall determine the number and functions of committees and shall generally supervise the business affairs of the Chapter. Decisions and actions taken by the Executive Council shall be reported promptly to the Chapter membership at business meetings or through appropriate Chapter publications.

### **Section 3 – Meeting Schedule**

The Executive Council shall meet at the times and places set by the President, but no less than three times each calendar year. At the last council meeting of each calendar year, appropriate arrangements shall be agreed upon for an orderly transition of authority and management to the incoming Executive Council.

### **Section 4 – Reporting**

The Chapter will report to the National Headquarters in accordance with Article X of the National TCRA Constitution.

## **ARTICLE VI: NOMINATIONS AND ELECTION OF COUNCIL OFFICERS**

### **Section 1 – Appointing a Nominating Committee**

The Chapter President shall appoint a nominating committee annually. The nominating committee shall elect a slate of at least two nominees for each Chapter office, exclusive of duplications. Each nominee must agree to serve and to accept the responsibilities of the office for which nominated.

### **Section 2 – Approval of Slate of Nominees**

After approval by the Executive Council, the slate of nominees will be announced, in writing, to the Chapter membership, annually. Additional nominations for Chapter officers may be submitted, in writing, to the local Secretary in the form of a petition signed by no less than ten members of the Chapter, in good standing, and accompanied by the written acceptance of the nomination by the nominee. Such petitions must be in the possession of the local Secretary no later than three calendar weeks subsequent to the date of the announced slate of nominees.

### **Section 3 – Election of Chapter Council Officers**

Annually, a duly announced general membership business meeting shall be conducted for the purpose of electing Chapter officers and considering such other business as may be appropriate at that time. Officers shall be elected individually in the sequence listed in Article IV. A simple majority of the membership in good standing, present at the time the vote is taken, will be required for the election of each officer.

## **ARTICLE VII: CHAPTER MEETINGS**

### **Section 1 – Minimum Requirements**

There shall be a minimum of one meeting of the Chapter per year. Additional meetings shall be scheduled, as directed, by the Executive Council.

### **Section 2 – Sponsorship of Events**

The Chapter's primary objective is to conduct its affairs as a professional organization and to achieve a financial base from which to support the Chapter goals. The Chapter can sponsor events or charge local Chapter dues as deemed appropriate by the Chapter Executive Council.

## **ARTICLE VIII: CHAPTER MEMBERSHIP**

### **Section 1 – Membership**

Chapter membership shall be open to all members in good standing of the Transportation Corps Regimental Association.

### **Section 2 – Rights of Members**

All members shall have the right to attend and to speak at Chapter meetings; to receive meeting notices, newsletters and other Chapter publications; and to serve on committees.

### **Section 3 – Chapter Membership**

Any person desiring to become a member of a Chapter shall so notify both the Transportation Corps Regimental Association and the local Chapter. Notification of the Transportation Corps Regimental Association should be accomplished by annotating the membership application in the space provided.

### **Section 4 – Withdrawal from Chapter**

Any member may withdraw from the Chapter at any time during the year by tendering his/her resignation, in which case he/she shall not be entitled to any refund of local Chapter dues paid in advance. Membership shall lapse ipso facto upon failure to pay local Chapter annual dues in advance. Such withdrawal or lapse will not relieve any such member from liabilities said member may have incurred as a member of the Chapter of the Transportation Corps Regimental Association.

## AMENDMENTS TO BYLAWS

### Section 1 – Submission and Evaluation of Amendments

Amendments to these bylaws may be initiated by individual written petition to the Executive Council. In its wisdom and in light of other Chapter affairs, the council shall formulate a position on the petition. The proposed amendment and the position of the council shall be presented at the next Chapter meeting and provided to the entire Chapter membership through an appropriate publication.

### Section 2 – Voting on Amendments

At the next subsequent meeting, the amendment will be called to a vote. A minimum of 50 percent of the executive council will be required to amend these bylaws.

### Annex 4 to ARTICLE IX – Sample Request to Installation Commander

Office Symbol

Date

SUBJECT: Request for Authority to Form a Local Chapter of the Transportation Corps Regimental Association.

Commander

Attention: Installation Coordinator

Or

Attention: Community Activities Director

XXXXXXXXXXXXXXXX, XX 00000-0000

1. On behalf of the members of the (proposed name of local chapter), I request authorization to form a Chapter of the Transportation Corps Regimental Association.
2. It is our intent to adopt the attached Transportation Corps Regimental Association Constitution and local Chapter bylaws and pursue the purpose of the Transportation Corps Regimental Association.
3. Enclosed are the following documents:
  - Copy of the Transportation Corps Regimental Association’s Constitution.
  - Proposed bylaws of the \_\_\_\_\_ Chapter.
  - A roster of the officers of the \_\_\_\_\_ Chapter’s Executive Council.

4. If you approve this request, please advise me of pertinent local policies that would have an impact on our Chapter's activities, financial operations, or supporting programs.

Atch

John A. Doe  
Colonel, TC  
President

### **Annex 5 to ARTICLE IX – Mandatory Requirements of Filing for Tax Exempt Status**

It is usually appropriate for a local Chapter to file for tax-exempt status. Here are the procedures:

1. Chapter officers should solicit from the local Internal Revenue Service (IRS) office or from the Department of the Treasury, a copy of Package 1024, Application for Recognition of Exemption. Package 1024 contains explicit instructions from Section 501 (c) (6) of the Internal Revenue Code for preparation of the form.
2. To file the exemption, documentation justifying nonprofit status must be provided. Such documentation will include: bylaws, list of elected officers, programs for the year, and projected budget. Failure to prove your claim could result in your Chapter's placement in a less desirable category of tax-exempt status.
3. In the event there will be a paid employee, whether full-time or part-time, it is necessary to file monthly or quarterly withholding reports and such other documents deemed necessary under the particular exemption received.
4. Responsibilities to state governments will have to be determined on a case-by-case basis. They will have no connection with the Federal exemption.
5. File the completed application and all information required with the key district office for your principal place of business or office. As soon as possible after the completed application is received, you will be advised of the IRS commissioner's determination on your request and the annual returns your organization will be requested to file.
6. After filing the first annual Form 990, Return of Organization Exempt from Income Tax, additional Form 990s will only have to be marked N/A until the Chapter generates annual income exceeding \$10,000. However, the obligation to file the annual report remains.

**Annex 6 to ARTICLE IX – Sample Petition to Form a Chapter**

President  
Transportation Corps Regimental Association  
Current Mailing Address Available at TCRA Web Site

Dear Sir:

We, the undersigned members of the Transportation Corps Regimental Association, wish to form a local Chapter of the Association at \_\_\_\_\_ and do hereby make application to the Executive Council of the Transportation Corps Regimental Association to establish a fully certified local Chapter.

The name of this Chapter shall be the \_\_\_\_\_ Chapter, Transportation Corps Regimental Association.

Transportation Corps Regimental Association members supporting and petitioning for establishment of this Chapter have, for organization purposes, elected us to the following Executive Council positions (Type name, rank and unit address):

President _____	_____
	(Signature)
Vice President _____	_____
	(Signature)
Secretary _____	_____
	(Signature)
Treasurer _____	_____
	(Signature)
Member _____	_____
	(Signature)
Member _____	_____
	(Signature)
Member _____	_____
	(Signature)
Member _____	_____
	(Signature)
Member _____	_____
	(Signature)

We agree, for ourselves and for those who may in the future become members of this Chapter, to abide by the Constitution of the Transportation Corps Regimental Association and to comply with all lawful orders and instructions received by us from the national President and the Executive Council. We submit for approval and agree to be bound by the attached bylaws, which meet local conditions and in no way conflict with the general provisions of the

Constitution of the Transportation Corps Regimental Association. We have attached a roster of our initial membership and will update this membership roster by 31 January of each year. (We have attached the approval of our installation commander). (We are not establishing this chapter on a Department of Defense Installation). In witness whereof, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of President of Proposed Local Chapter

NOTHING FOLLOWS