

North Carolina Veterans Council By – Laws

By-Laws were approved, as amended in its entirety, at an official meeting of the North Carolina Veterans Council, on Zoom, in North Carolina. on 22 June 2020.

Article I. Duties and Powers of the North Carolina Veterans Council (NCVC)

- Section 1. The North Carolina Veterans Council (NCVC) will promote legislation at the state level and advance the interests of veterans in the state of North Carolina.
- Section 2. The NCVC will not interfere with any mandates adopted by authorized member organizations
- Section 3. The NCVC will make final disposition of any grievance within its authority. Such grievance shall be referred through the Commander to the Council's attention at a regularly scheduled or special meeting.
- Section 4. Authorization for expenditure of funds will be granted by the NCVC.
- Section 5. All purchases will remain the property of the NCVC.
- Section 6. Any property issued by the NCVC to the members will remain the property of NCVC. When completing their tenure of office or assigned duties, or when resigning, or when becoming inactive, members will be responsible for returning all property belonging to the NCVC.
- Section 7. In the event of dissolution of the North Carolina Veterans Council, all monies and property in the possession of the NCVC shall revert equally to and become the property of its member organizations.

Article II. Membership

- Section 1. Eligibility of Member Organizations—
 - a. Voting membership in the North Carolina Veterans Council is limited to representatives of military veteran organizations.
 - 1. **Primary Member Organizations (PMO):** military veterans organizations which have been duly recognized and chartered by the Congress of the United States of America, and have submitted, for the Council's permanent file, a copy of its Congressional Charter.
 - 2. **Approved Member Organizations (AMO):** Military veterans organizations with common goals that support the purpose of the NCVC, and have completed the application for membership process.
 - b. . Each member organization must have a state office established in North Carolina for transaction of its business.

Section 2. Organizational Representatives

- a. Each voting member organization is authorized one official vote.
- b. Each voting member organization is authorized three representatives with full privileges to act on behalf of their organizations. They shall be the organization's incumbent state commander, the state executive officer/adjutant, the state legislative chair, or other representatives appointed in writing by the organization's state commander.
- c. Organizational terms shall be for one fiscal year, beginning on July 1. A representative may serve multiple terms as long as they comply with the Bylaws, Constitution, and Articles of Incorporation.
- d. Each representative shall cast votes only for one member organization per session.

Article III. Meetings

- Section 1. Official Meetings of the North Carolina Veterans Council will be held quarterly. The first meeting of each year will be held in July. The time and place for all meetings will be determined by the Council Commander
- Section 2. Special Meetings of the North Carolina Veterans Council may be called by the Commander, or at the request of a majority of the NCVC
- Section 3. NCVC representatives will be notified electronically, of all official meetings.
- Section 4. Any regularly scheduled or special meetings of the North Carolina Veterans Council must have a quorum present for the transaction of official business.

Article IV. Quorum

- Section 1. A majority of voting member organizations in good standing, represented at an official meeting of the North Carolina Veterans Council will constitute a quorum for the transaction of business.

Article V. Elections

- Section 1. North Carolina Veterans Council will hold election of officers annually at the first meeting of the administrative year. The Commander and secretary will be elected

on even administrative years. The Vice-commander and treasurer will be elected on odd administrative years. Each term will be for a period of two year.

Section 2. Nominations for office may be made by open vote, by any official member of the Council in good standing.

Section 3. Elected officers will assume the duties of their offices immediately upon election and installation.

Section 4. Vacancies in office will be filled by election at the next scheduled meeting of the Council

Section 5. The North Carolina Veterans Council commander shall be eligible for two consecutive full terms, only.

Article VI. Duties of Officers

Section 1. **Commander.** The Commander of the North Carolina Veterans Council will:

- a. Be a representative of a voting member veterans organization of the North Carolina Veterans Council, in good standing.
- b. Act as spokesman for the North Carolina Veterans Council and be responsible for representing the NCVC on all matters of interest to the NCVC.
- c. Maintain the dignity and assume the responsibilities of the office of Commander.
- d. Enforce strict observance to the North Carolina Veterans Council Constitution and By-Laws.
- e. Preside at all NCVC meetings and carry out all mandates and instructions of those representatives assembled at NCVC meetings.
- f. Arrange for place and time of all NCVC meetings.
- g. Develop a good working rapport with the NCVC officers and communicate closely regarding all scheduling, correspondence, and other matters of interest to the NCVC.
- h. Communicate with the membership, as necessary, between scheduled meetings.
- i. Represent the North Carolina Veterans Council at the state meetings of member organizations as often as possible.

- j. Appoint such committees as may be necessary to carry out specific projects of the North Carolina Veterans Council.
- k. Appoint a committee to audit the financial records of the NCVC at the third quarter meeting of each year.
- l. Take other actions which may benefit the interests of the North Carolina Veterans Council.

Section 2. **Vice Commander.** The Vice Commander of the North Carolina Veterans Council will:

- a. Be a representative of a voting member veterans organization of the North Carolina Veterans Council, in good standing.
- b. Be prepared to assume the duties and responsibilities of the Commander, in the Commander's absence.
- c. Serve as the Commander's representative when requested by the Commander.
- d. Serve as Chair of the Legislative Committee
- e. Perform other duties as assigned by the Commander.

Section 3. **Executive Secretary:** The Secretary of the North Carolina Veterans Council will:

- a. Be a representative of a member organization of the North Carolina Veterans Council, in good standing. *** At the discretion of the membership, the NCVC may elect an ex-officio member representative to hold a position of secretary.*
- b. The positions of Secretary and Treasurer may be a combined position or two separate positions, at the discretion of the membership.
- c. Act as the official recorder and correspondent of the North Carolina Veterans Council.
- d. Maintain a permanent file of all information pertinent to the North Carolina Veterans Council.
- e. Keep an accurate and permanent record of the minutes of all meetings of the NCVC.
- f. Keep an up-to-date record of all Council Officers and all representatives of member organizations in good standing.
- g. Distribute minutes of all NCVC meetings to all NCVC officers and representatives, in a timely manner.
- h. Notify all NCVC officers and representatives of future scheduled meetings, in a timely manner.

- i. Prepare and maintain a roster/ mailing list for distribution to each member organization, by the second meeting of the year.
- j. Perform other duties as assigned by the Commander.

Section 4. **Treasurer:** The Treasurer of the North Carolina Veterans Council will:

- a. Be a representative of a member organization of the North Carolina Veterans Council, in good standing. *** At the discretion of the membership, the NCVC may elect an ex-officio member representative to hold a position of secretary.*
- b. The positions of Secretary and Treasurer may be a combined position or two separate positions, at the discretion of the membership.
- c. Act as the financial officer of the North Carolina Veterans Council.
- d. Maintain a permanent file of all financial records of the NCVC.
- e. Have financial records available for audit by an auditing committee, which will report its findings at the fourth meeting of the year.
- f. Set-up and maintain a bank account in the name of the North Carolina Veterans Council, as the depository for all Council funds. Arrange for the Commander to be a second disburser for that account, in the event that the treasurer is not available.
- g. Upon the election, assist the new Commander to sign appropriate documents, designating same as the second disburser for the bank account.
- h. Receive and disburse all funds, as approved by the NCVC.
- i. Submit a detailed financial report at each scheduled meeting of the NCVC.
- j. Require vouchers and receipts for all reimbursement requests, and make authorized payment by NCVC check.
- k. Send dues reminder / voucher to each voting member organization.
- l. Perform other duties as assigned by the Commander.

Article VII. Committees

Section 1. An Audit Committee will be appointed by the Commander, at the third meeting of the year, for the purpose of auditing the financial records of the North Carolina Veterans Council. The audit committee will report its' findings at the fourth quarter meeting of the administrative year. The treasurer may not sit on the audit committee.

- Section 2. A Legislative Committee will be formed annually by the Vice Commander, for the purpose of determining the NCVC goals for each North Carolina General Assembly session. The Vice Commander will act as the committee chair.
- Section 3. Other committees may be appointed by the Commander, to carry out specific projects, as deemed necessary.

Article VIII. Amendments

- Section 1. These by-laws may be amended by a two-thirds majority vote by voting member organizations of the North Carolina Veterans Council, present and voting at an official meeting of the NCVC.
- Section 2. The amended by-laws will become effective immediately upon adoption by the North Carolina Veterans Council.

Approved: 22 June 2020

Signed: Commander *Brenda M Brubaker for Evan Thompson*

Secretary _____