

**By-Laws
&
Standing Rules

Of
Craven County
Veteran's Council**

BY-LAWS
CRAVEN COUNTY VETERAN'S COUNCIL

ARTICLE I

Name
Section 100

Section 101. The name of this organization will be Craven County Veteran's Council.

Section 101 (a). The location of all meetings will be held in Craven County, North Carolina.

ARTICLE II

Objectives
Section 200

Section 201. The objective of this Council is to encourage and promote patriotic activities throughout Craven County. To provide a forum for the identification and discussion of issues or actions that impact veterans and their families. To promote unified action amongst member organization for mutual benefits.

Section 202. To unify the veterans' organizations in Craven County, thereby providing solidarity in communications to the veterans. Provide a forum for viewpoint and a means for disseminating information on issues before local, state, and national legislative bodies which affect veterans, their families and surviving spouses.

Section 203. To aid and support the Craven County Veterans Service Officer and his/her staff in the performance of their duties. To make recommendations to the City Aldermen and County Commissioners on a continuing and up-to-date basis regarding personnel and their duties and qualifications of the Craven County Veterans Support Officer.

Section 204. . To support the activities, programs and projects of New Bern National Cemetery.

ARTICLE III

Membership
Section 300

Section 301. All members of this Council whether regular, alternate or auxiliary members, must be veterans of the United States Armed Forces and be a member of a legitimate veterans organization registered in Craven County, North Carolina.

ARTICLE IV

Elected Officers and Appointed Officers
Section 400

Section 401. The Officers of the Council are the Chairperson, Vice Chairperson, Secretary, Treasurer and other appointed positions.

Section 402. Duties of Elected Officers

Section 402 (a). Chairperson. The Chairperson shall be the chief executive officer of the Craven County Veteran's Council and shall be subject to the directives and control of the members of the Council. The Chairperson shall supervise and control all business affairs and the property of the Council. The Chairperson shall preside at all meetings of the Council, when possible, and will call special meetings thereof at any time the purpose is needed.

Section 402 (b). Vice-Chairperson. The Vice-Chairperson shall perform such duties as may, from time to time, be assigned by the Chairperson and in the event of the absence of the Chairperson, for any reason, shall be vested with all of the powers and perform all duties of the Chairperson.

Section 402 (b) (1). In the event the Chairperson cannot continue in the office for any reason, the Vice-Chairperson will assume the position of the Chairperson for the remainder of their term. This replacement will not count as one of the two consecutive years to serve as Chairperson.

Section 402 (b) (2). In the event the necessity of the Vice-Chairperson succeeding the Chairperson, the Council shall appoint a member to complete his/her term.

Section 402 (c). Secretary. The Secretary shall keep an accurate record of the minutes of all the meetings of the Council, including attendance of all members present. Additionally, the Secretary shall send an electronic meeting notice at least one week in advance of the next regular meeting.

Section 402 (c) (1). The Secretary shall publish to the Council all special meetings called at least three (3) weekdays prior to the called meeting.

Section 402 (d). Treasurer. The Treasurer shall be responsible for the safe keeping of all funds received by the Craven County Veteran's Council, with such funds to be kept on deposit in the State or National Bank.

Section 402 (d) (1). Authorized Check Signatures. Three (3) authorizing signatures shall be filed (yearly) with the banking institution handling the checking account.

Section 402 (d) (2). Signatories to Checks. All checks shall bear the signature of the Treasurer, Chairperson and/or the Vice-Chairperson. All checks must be co-signed by at least two (2) of the three (3) listed officers.

Section 402 (d) (3). Monthly Financial Reports. The Treasurer shall provide a monthly financial report to the members of the Council.

Section 402 (d) (4). Accounting. The Treasurer shall keep full and accurate accounts of receipts and disbursements in the Treasurer's financial records of the Craven County Veteran's Council.

Section 402 (d) (5). Audits. The Chairperson and Treasurer must insure that the Treasurer's records be audited in the month of December annually.

Section 403. Duties of the Appointed Officers. The Sergeant-at-arms, Chaplain and Historian will be appointed by the Chairperson.

Section 403 (a). Sergeant-at-Arms. The Sergeant-at-Arms shall keep order in Council meetings. The Sergeant-at-Arms shall welcome all visitors and see that each is properly introduced. The Sergeant-at-Arms shall see that the colors are properly posted at Council meetings, and present the colors if such an occasion arises. The Sergeant-at-Arms will supervise the proper arrangement of meeting places and see that distinguished guest are properly seated and recognized. The Sergeantat-Arms will ensure all meeting locations are properly set-up and torn down prior to leaving the meeting location.

Section 403 (b). Chaplain. The Chaplain shall offer the opening prayer at all meetings of the Council and shall render the benediction at the conclusion thereof. The Chaplain shall render all such services as he or she may be called upon to perform in ministering to the spiritual needs of the members of the Council.

Section 403 (c). Historian. The Historian shall keep a brief history of the activities of the Council to be kept as a permanent record. The Historian will, upon completion of the Council's fiscal year, present to the outgoing Chairperson the completion of record of events for him/her to use for not more than one year. Once the outgoing Chairperson has made the use, the Historian will see that each year's history of the Council is retired for safekeeping. The Historian shall be the official photographer of the Council.

ARTICLE V
Nominating Committee
Section 500

Section 501. Duties of the Nominating Committee

Section 501 (a). Composition. The Nominating Committee shall consist of three (3) members of the Craven County Veteran's Council. The members shall be appointed by the Chairperson.

Section 501 (a) (1). Duties. The Nominating Committee shall accept nominations from the members for any elected position open for election within the Council. The Nominating Committee shall present the list of nominees for the offices open for election to the Chairperson, who will conduct the election.

Section 501 (a) (2). Election Procedures. The Chairperson of the Nominating Committee shall present to the membership the names of the person(s) nominated for the office(s) open for election. At this time, nominations may be made from the floor. In the event of more than one (1) nominee for an office, a secret ballot shall be taken. In the event of a single nominee for an office, a voice vote shall suffice. The Council Chairperson shall appoint two (2) tellers and one (1) person to count the ballots. Upon the completion of the election process, the Secretary shall record the results in the official proceedings of the Council. Upon completion of the recording process, all election materials shall be destroyed by the Secretary.

Section 501 (a) (3). Installation. The installation of the newly elected officers of Craven County Veteran's Council shall be held at an appropriate ceremony held immediately following their election, or no later than the beginning of the January meeting.

Section 501 (a) (4). Oath of Office. The Oath of Office shall be administered by the Chaplain: *“I faithfully promise to uphold the Constitution and By-Laws of the Craven County Veteran’s Council, to fulfill the duties of the office to which I have been elected, and, to the best of my ability, serve all veterans of Craven County, so help me God.”*

Section 501 (a) (5). Term of Officers. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same elected office.

ARTICLE VI
Meetings
Section 600

Section 601. Regular Meetings. The regular meetings shall be held on the 2nd Monday of each month at 1900 hours.

Section 601 (a). Annual Meetings. The annual meeting will be held on the 2nd Monday of December.

Section 601 (b). Special Meetings. Special meeting may be called by the Chairperson or by written request of four (4) organizations of the Council. The purpose of the meeting must be stated in the call or written request. Except in case of emergency, at least three (3) days’ notice shall be given.

Section 601 (c). Quorum. A quorum is established when two (2) officers and five (5) members, for a total of seven (7), are at any meeting, regular or special.

Section 601 (d). Order of Business. The order of business at all regular meetings shall be as follows:

1. Call to Order
2. Opening prayer by the Chaplain
3. Pledge of Allegiance
4. Roll call of officers
5. Introduction of Guests
6. Secretary's Report
7. Treasurer’s Report
8. Committee Reports
9. Correspondence
10. Old Business
11. New Business
12. Clearing House Information
13. Next Meeting Detail
14. Good of the Order
15. Honor to the Colors
16. Benediction by the Chaplain
17. Adjournment

ARTICLE VII
Executive Committee
Section 700

Section 701. Executive Committee shall be composed of all elected officers and appointed officers or any combination of officers needed for the specific purpose.

Section 701 (a). Purpose. The purpose of the Executive Committee is to address issues that would be more efficiently addressed through a committee vice during an open meeting. To discuss and research issues requiring committee action and to bring before the Council recommendations.

Section 701 (b). Called Meeting. A Committee meeting may be initiated by the majority vote of the Council.

Section 701 (c). Duties. The Committee shall research, discuss, and make recommendations to the Council on specific topics raised by the Council.

ARTICLE VIII
Committees
Section 800

Section 801. Committees

Section 801 (a). Memorial Day Committee. The Memorial Day Committee shall be appointed by the Chairperson no later than the February meeting prior to Memorial Day. The Committee shall be made up of five (5) members, plus the Director of the New Bern National Cemetery.

Section 801 (b). Veteran's Day Free Luncheon. The Council shall act as the committee for the Veteran's Day Free Luncheon.

Section 801 (c). By-Laws Committee. The Chairperson shall appoint three (3) members that will constitute the By-Laws Committee. The By-Laws Committee shall be responsible for assuring that the By-Laws are current and consistent with the Council's operating procedures and recommend amendments when appropriate. The By-Laws Committee shall elect its own Chairperson.

Section 801 (d). Auditing Committee. The Chairperson shall appoint three (3) members to audit the Treasurer's books each quarter with the results being reported to the Council. The Annual Audit will be conducted in December and the results reported to the Council no later than the following January meeting.

Section 801 (e). Veteran of the Year and Lifetime Achievement Award Committee. This committee is responsible for screening and nomination of both awards. The Chairperson shall appoint three (3) members in the selection process for both awards. Only (1) member per organization is allowed to be on the committee. Committee members cannot be nominated. The committee will be responsible for advertising and distributing nomination forms.

Section 801 (f). Other Committees. The Chairperson shall appoint such other committees, standing or special, from time to time, as may be necessary to carry on the work of the Council. The Chairperson is ex-officio of all committees except the Nominating Committee.

ARTICLE IX
Parliamentary Authority
Section 900

Section 901. The rules contained in the current edition of *Roberts Rules of Order (newly revised)* shall govern the Council in all cases not contained in these By-Laws.

ARTICLE X
Amendments of By-Laws
Section 1000

Section 1001. These By-Laws may be amended at any regular meeting of the Council by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting in the proper form. A copy of the proposed change to the By-Laws will be given to the By-Laws Committee at same meeting.

Section 1002. Any amendment to the By-Laws will be proposed at a regular Council's monthly meeting, then read, debated, and acted upon at a subsequent regular monthly meeting of the Council, with not less than a two-thirds (2/3) favorable vote required for adoption.

Section 1003. Any amendment to the Standing Rules may be proposed at a regular Council monthly meeting, debated and acted upon that Council meeting with no less than a two-thirds (2/3) favorable vote for adoption.

Standing Rules

Section 1. Name

The principle office of the Craven County Veteran's Council shall be located in County of Craven, state of North Carolina.

Section 2. Objectives

A. This Council shall be non-political and non-sectarian, and the name of this Council shall not be used in representing the desires of its members in any political, sectarian, or labor disputes. This nonpartisanship, however, shall not prevent this Council from participating in political issues that will have a direct bearing upon the welfare of America's veterans.

B. No member shall appear before any legislative body and speak in name of this Council as sponsoring or opposing any legislation of action by said legislative body without approval of this governing body.

Section 3. Membership

- A. Each Veterans organization may appoint three (3) delegates and three (3) alternates in writing which will be due to the Council no later than January's first meeting.
- B. Each Auxiliary Unit may appoint in writing no more than one (1) member.
- C. Alternate delegates may participate in Council meetings only in the absence of the appropriate number of regular delegates.
- D. All delegates, alternates, and auxiliary members to the Council will be identified by a letter of appointment signed by elected chief executive officer of member organizations.
- E. ~~The Director of the New Bern National Cemetery shall be an ex-officio member of this Council with voting privileges.~~ **Deleted 09/12/2016, replaced by:**
Craven County organizations, who may not be considered "legitimate veteran organizations," as defined by these By-Laws, but whose role/purpose is to provide support to local active duty and/or veterans of United States Armed Forces, may, by majority vote of the Council, be invited to join the Council as a "Friend of the Council." Once appointed as a "Friend of the Council," the organization's representative may attend all monthly Council meetings, participate in ongoing discussions, bring forth veteran issues & activities to be discussed during Council meetings, and, as appropriate, participate in associated functions held by the Council and/or other Council Members. "Friends of the Council" members may not hold any office or committee position, nor will any such member have voting rights within the Council. The Council, by majority vote, may renew any such Friends of the Council memberships at the beginning of each calendar year.
- F. Membership in the Council will be for one (1) year commencing on January 1, or the date of appointment from the member's organization, through December 31. The length of service of any member will be determined by the member organization and not the Craven County Veteran's Council.
- G. Any legitimate veteran's organization residing in Craven County may be added, with the submission of a letter from their chief executive officer to the Craven County Veteran's Council. The delegates and alternates of the organization must in this letter. A representative can only represent one (1) veteran organization within the Council.

Section 4. Meetings

- A. The Council will meet once each month with the exception of July, at a place to be selected by a majority vote of the membership of the Council.
- B. Each veteran organization of the Council is entitled to one (1) vote per delegate for the maximum of three (3) votes. In the event, the delegate of the veteran organization is absent, the alternate delegate(s) will assume the voting rights. Absentee/proxy voting is prohibited.

Section 5. Awards

- A. The Craven County Veteran of the Year is an award presented to the Outstanding Veteran of the current year from Craven County, North Carolina. Candidates are nominated by a veteran

organization that is a member of the Craven County Veteran's Council. The criteria for nomination are:

1. The nominee must be a veteran.
2. Nominations should include what the Veteran has done as a member of the Veteran's Organization including offices held, committee work, service to the community representing the organization, other additional Veteran's Organizations as well as all other community activities and or services rendered in Craven County, North Carolina or National. Emphasis should be placed on what the veteran has done in Craven County.
3. Nominations shall be submitted in written form to the Craven County Veteran's Council not later than at the September regular meeting.
4. Nominations shall be signed by the Commander/President of the Veteran's Organization submitting the nomination.
5. The Award will be presented at the Annual Veteran's Day Free Luncheon.

B. The Craven County Council Lifetime Achievement Award is a meritorious lifetime award to a Veteran from Craven County, North Carolina. Candidates are nominated by a veteran's organization that is a member of the Craven County Veteran's Council. The criteria for nomination are:

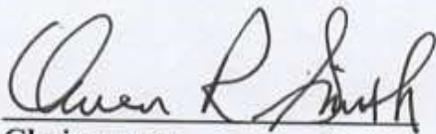
1. The nominee must be a veteran.
2. Nominations should include what the Veteran has done as a member of the Veteran's Organization including offices held, committee work, service to the community representing the organization, other additional Veteran's Organizations as well as all other community activities and or services rendered in Craven County, North Carolina or National. Emphasis should be placed on what the veteran has done in Craven County over a period of a lifetime.
3. Nominations shall be submitted in written form to the Craven County Veteran's Council at the September regular meeting.
4. Nominations shall be signed by the Commander/President of the Veteran's Organization submitting the nomination.
5. The Award will be presented at the Annual Veteran's Day Free Luncheon.

**BY-LAWS
&
STANDING RULES**

of

**CRAVEN COUNTY
VETERAN'S COUNCIL**

2ND Revision
Date: 12 October 2015



Chairperson



Secretary

Revisions

- Council membership adopted proposed revisions to CCVC By-Laws & Standing Rules during Council business meeting on October 15th, 2015
 - Endorsed by Owen R Smith, Chairperson & CCVC Secretary
- Council membership adopted proposed amendment to CCVC By-Laws and Standing Rules during regularly scheduled Council meeting on September 12th, 2016. Section 3 Membership - deleted & replaced entire paragraph E.



Robert Owsley, Chairperson



Scott L Shermeyer, Secretary