

**UNIFORM BY-LAWS FOR CHAPTERS OF THE  
NON COMMISSIONED OFFICERS ASSOCIATION  
OF THE UNITED STATES OF AMERICA**

**UNIFORM CHAPTER BY-LAWS \_\_\_\_\_ CHAPTER**

**PURSUANT TO THE BY-LAWS OF THE NON COMMISSIONED OFFICERS ASSOCIATION OF THE UNITED STATES OF AMERICA, AND BY AUTHORITY OF CHARTER DULY APPROVED AND ISSUED BY THE INTERNATIONAL BOARD OF DIRECTORS THEREOF, THE FOLLOWING UNIFORM CHAPTER BY-LAWS ARE ADOPTED AND PLACED INTO EFFECT:**

**ARTICLE I  
CHARTER**

**SECTION 1. NAME:** Chapter is chartered and known as the \_\_\_\_\_ Chapter of the NCO Association of the United States of America, a patriotic, fraternal, social, and benevolent organization, duly authorized and operating in perpetuity under the Texas Non-Profit Corporation Act.

**SECTION 2. SUPERVISION:** Chapter shall conduct its affairs as a subordinate branch of the NCO Association subject at all times to the general supervision, by laws and regulations of the International Board of Directors of the NCO Association.

**SECTION 3. DURATION:** This Charter is perpetual unless withdrawn by order of the International Board of Directors.

**ARTICLE II  
CHAPTER TRUSTEES**

**SECTION 1. POWERS:** All powers herein conferred upon this chapter by virtue of the Charter and Uniform By-Laws are vested in the Board of Trustees of the Chapter, who shall lawfully exercise all powers in the best interest of the chapter members, and the association.

**SECTION 2. ELECTION BY MEMBERS:** Board of Trustees consists of 5 members of the Chapter, duly nominated and elected by majority vote of members in attendance at any regularly scheduled meeting or duly called special meeting. Additional trustees can be elected if approved by HQ, up to a total of nine trustees.

**SECTION 3. SANCTION:** Each Trustee-elect shall not exercise any powers of office until they affirm in writing their willingness to comply with the Uniform By-Laws, Code of Ethics, and Oath of Office of the NCO Association; and thereafter be confirmed and sanctioned to act as signified in writing.

**SECTION 4. TERMINATION:** Each Trustee so sanctioned shall serve for the elected term of office or until (a) voluntarily resigning, (b) PCS, (c) position as Trustee is declared vacated by direction of the International Board of Directors, or (d) a Trustee may be removed by majority vote of the other Trustees when their actions have been detrimental to the Chapter membership and/or the Non Commissioned Officers Association.

**SECTION 5. REPLACEMENT:** In the event of a resignation or vacancy on the Chapter Board of Trustees, the remaining trustees may appoint an individual to fill the unexpired term of the vacating trustee. At no time can the number of appointed trustees exceed 50% of the Chapters Board of Trustees.

**ARTICLE III  
CHAPTER MEMBERSHIP**

**Section 1. REQUIREMENTS:** Membership in the Chapter is open to all NCOA members in good standing without discrimination in accordance with Federal law.

**SECTION 2. JURISDICTION:** Chapter has jurisdiction only of members who are affiliated with that Chapter.

**SECTION 3. TERMINATION:** Chapter membership can be terminated: (a) upon request of the member, (b) upon unanimous vote of the Chapter Board of Trustees, with cause. In which event transcript shall be forwarded to Headquarters for final determination by the International Board of Directors.

**ARTICLE IV  
CHAPTER OFFICERS**

**SECTION 1. CHAPTER CHAIRMAN/VICE CHAIRMAN:** Board of Trustees elects one of their numbers to serve as Chairman and they also elect one of their numbers to serve as Vice Chairman. Thereafter, all other Trustees act as consultants to the Chapter Chairman. Terms of office for Chairman and Vice Chairman will be for a 1-3 year period as determined by chapter after which time they may or may not be re-elected by the Chapter Trustees. Failure to be re-elected as Chairman/Vice Chairman does not remove an individual as Chapter Trustee. The Chairman is the executive officer of the chapter. It is their responsibility to provide leadership, to exercise general supervision over chapter activities and to conduct chapter affairs in accordance with the Chapter By-Laws and the policies established by the International Board of Directors of the NCOA. The Chapter Vice Chairman should be prepared to assume the Chairmen's duties and assist whenever necessary.

**SECTION 2. SECRETARY:** The Secretary, who need not be a trustee, is appointed by the Chapter Chairman to maintain the general business records and keep the written minutes of all meetings at which business of the Chapter is transacted. A copy of the written minutes of any meeting will be appropriately signed by the Chairman and countersigned by the Vice Chairman and/or Secretary and forwarded to Headquarters as required.

**SECTION 3. TREASURER:** The Treasurer, who need not be a trustee, is appointed by the Chapter Chairman and is responsible for proper accounting of all chapter funds and financial records. The Treasurer must maintain the Chapter funds in accordance with Headquarters Association Finances Chapter Accounting Procedures (AFCAP) Directive.

## **ARTICLE V COMMITTEES**

**SECTION 1. EXECUTIVE COMMITTEE:** The Executive Committee consists of all Trustees and Officers of the Chapter.

**SECTION 2. APPOINTMENT:** Chairman of each Chapter Committee is appointed by the Chapter Chairman and serves an indefinite term at the Chapter Chairman's discretion. The Committee Chairman appoints committee members. Chapters should establish as many committees as required to conduct the business and operation of the chapter in a successful manner. Reference operations manual for further guidance.

## **ARTICLE VI CONDUCT OF BUSINESS**

**SECTION 1. COMPENSATION:** No Chapter assets of any nature shall ever be accepted by any member for services as Trustee, Officer or Committee member, as all such duties are voluntary.

**SECTION 2. MEETINGS:** Chapter Executive Committee meetings shall be held monthly. The date, hour, and place of Chapter general membership meetings shall be determined by the Chapter Chairman. Special meetings may be called by the Chapter Chairman and Trustees providing all members are given sufficient advance notice of such meeting.

**SECTION 3. VOTING RULE:** Voting members at Chapter Executive committee meetings shall consist of the trustees. In all matters presented to the general membership which must be decided by vote, the majority vote of members in attendance will govern. Every member of the chapter, regardless of division of membership, is entitled a vote on all matters brought before the chapter's membership.

**SECTION 4. CONDUCT OF MEETINGS:** All meetings will be governed by Robert's Rules of Order.

**SECTION 5. AIMS AND PURPOSES:** Chapter is chartered to advance the International program and to uphold the International mission.

**SECTION 6. POLITICAL ACTIVITY:** Chapter officers or individual NCOA members will not use the name of the Chapter or the NCO Association or its influence, directly or indirectly, in any political election or activity.

**SECTION 7. DISBURSEMENTS:** All lawful expenditures of the Chapter will be approved by the trustees. All funds will be deposited in an authorized bank in compliance with the Headquarters directive AFCAP) in the name of the "Non Commissioned Officers Association of the United States of America, \_\_\_\_\_ Chapter." Name and address of all bank accounts together with one copy of a joint signature card containing all authorized signatures and all changes thereafter shall be filed with International Headquarters. Treasurer's accounting of NCOA Chapter funds shall be forwarded quarterly on forms prescribed by International Headquarters.

**SECTION 8. OBLIGATIONS:** No chapter member shall obligate or incur any liability in the name of the chapter or the NCOA. At no time shall any chapter have authority to obligate or incur liability in the name of the Chapter or the NCOA, exceeding un-obligated cash funds actually held and belonging solely to the Chapter without approval of the International Board of Directors. Further, the Chapter is directly responsible for all financial obligations incurred by the Chapter.

**SECTION 9. FUND-RAISING ACTIVITIES:** Chapters conducting fund-raising projects must initially attain approval from the International Headquarters.

**SECTION 10. DISSOLUTION:** Upon dissolution of the Chapter the highest ranking Chapter officer will render a final financial accounting and forward all records, property, and funds to International Headquarters. If a chapter is closed due to inactivity, NCOA International Headquarters, as the parent organization, shall close all chapter bank accounts and capture any funds in said accounts.

## **ARTICLE VII CHAPTER PROCEDURES**

**SECTION 1. CHAPTER PROCEDURES:** Chapter members may not enact local rules pertaining to Chapter membership. All charters must comply with the full intent of the Chapter and International By-Laws.

**SECTION 2.** Uniform Chapter By-Laws conform to the legal provisions of the Articles of Incorporation and By-Laws of the International NCOA, including the State and Federal laws under which the Association operates. No amendment, deletion, or addition by Chapter members is authorized, nor shall have any lawful affect.

- **ACCEPTED AND ADOPTED** as Uniform Chapter By-Laws, by majority vote of members attending duly called meeting of the \_\_\_\_\_ Chapter, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (location).

## AFFIRMATION BY BOARD OF TRUSTEES

We, the undersigned Trustees-elect, do each affirm that we accept the powers of Charter and Uniform By-Laws, in trust, to be exercised in the best interest of all Chapter members; subject at all times to general supervision and regulations of the International Board of Directors; and to perform all duties to the best of our abilities until relieved by voluntary resignations, removal by majority vote of the other Trustees, or relieved by direction of the International Board, duly signified in writing.

### CHAIRMAN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chairman Rank & Name (Print)

\_\_\_\_\_  
Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Numbers - Duty/Home

### VICE CHAIRMAN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Vice Chairman Rank & Name (Print)

\_\_\_\_\_  
Mbr#

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #s - Work/Home

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Trustee Rank & Name (Print)

\_\_\_\_\_  
Mbr#

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #s - Work/Home

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Trustee Rank & Name (Print)

\_\_\_\_\_  
Mbr#

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Numbers - Work/Home

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Trustee Rank & Name (Print)

\_\_\_\_\_  
Mbr#

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Numbers - Work/Home

ATTEST:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

### CHAPTER MAILING ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_