



**BY-LAWS OF THE  
FORT HOOD SILVER CHAPTER,  
UNITED STATES ARMY WARRANT OFFICER ASSOCIATION**

**PREAMBLE**

With reverence for God and country and being ever mindful of the glorious traditions of the United States Army; our duty to uphold and defend the Constitution of the United States of America; our responsibility to aid in maintaining adequate defense for our beloved country; our desire to assist in obtaining the highest caliber of men and women for our Army; our interest in the welfare of persons who served and are serving in the Army; our devotion to our fellow soldiers in good fortune or distress; and, our reverence for the memory of our departed comrades; we unite to further the aims and objectives of this Chapter.

**ARTICLE I – NAME**

a. The name of this organization is Fort Hood Silver Chapter of the United States Army Warrant Officers Association. It is a chapter of the United States Army Warrant Officers Association (USAWOA) which is a non-profit Association incorporated pursuant to the Virginia Non-stock Corporation Act. The principal National Office of the Association in the state of Virginia shall be located at 462 Herndon Parkway, Suite 207, Herndon, Virginia.

b. The official mailing address of the Association Chapter shall be Fort Hood Silver Chapter USAWOA, P. O. Box 5399, Fort Hood, TX 76544.

**ARTICLE II – OBJECTIVE**

a. To foster a spirit of patriotism and devotion to duty among the members of the Chapter commensurate with the high ideals of the Army and position of the members therein.

- b. To recommend programs for the improvement of the Army.
- c. To disseminate professional information among Warrant Officers.
- d. To promote the technical and social welfare of the members of the Chapter.
- e. To promote the spirit of comradeship among the members of the chapter.
- f. To promote the advancement and improvement of the quality of life on the installation.
- g. To do such other things not inconsistent with law which are necessary to carry out the above stated purposes.

### **ARTICLE III –MEMBERSHIP**

**SECTION 1. NON-DISCRIMINATION POLICY:** The Chapter fully supports the Fort Hood policy on equal opportunity and shall not discriminate in membership eligibility on the basis of race, color, sex, religion, or national origin. The Chapter shall not accept invitation from, nor participate in any activity or organization that does not conform to Fort Hood and Department of Defense (DoD) policy, or discriminates on the basis of race, color, religion, or national origin.

#### **SECTION 2. CLASSES OF MEMBERS:**

a. The Chapter shall have only one class of voting member, that of a regular member. Regular membership shall be open to any person who now holds, or has held under honorable conditions, a bona fide appointment or commission as a Warrant Officer in the Army of the United States of America, whether regular or temporary in the Reserves, National Guard or Active Duty. Members receiving a salary or payment for organization duties will be nonvoting members. Membership by non-DoD personnel will not exceed 25 percent of the total membership and be extended only on an honorary or associate basis.

b. Associate membership may be extended to persons not otherwise eligible for regular membership when recommended by a regular member. Associate members have the same privileges and obligations as regular members except that they will be non-voting members and shall not hold office. Dues for associate members shall be the same as those for regular members on active duty and shall be borne by the person making application for associate membership.

c. Honorary membership may be bestowed upon persons not eligible for

regular membership. Nominees for honorary membership must have contributed significantly to the betterment of the Warrant Officer Association. Their actions must have been directed solely to the benefit of the Warrant Officer Association, its membership, or the Warrant Officer Corps in general. Nominations may be submitted in writing by the chapter or region of the National Headquarters Association to the National President. Honorary members shall have the same privileges and obligations as regular members except to vote, hold office, or have a voice in matters pertaining to chapter business. Honorary membership shall be perpetual. Sponsoring chapters shall pay the life membership dues at the current rate of honorary members on a one-time basis.

### **SECTION 3. SELECTION OF MEMBERS:**

a. Eligible Warrant Officers or former Warrant Officers desiring to join the National Association may submit application and payment of a minimum of one year annual dues to the National Headquarters. Those desiring membership in the Fort Hood Silver Chapter will make their desires known to National Headquarters by annotating the chapter name in the appropriate block of the application.

b. With the exception of honorary members, members shall be accepted by the National Executive Vice President on behalf of the National Board of Directors. All members will be issued a Warrant Officer Association membership card.

### **SECTION 4. VOTING RIGHTS:**

a. Regular members, not receiving salary or payment for duties current in their membership, shall be entitled to one vote on each issue submitted to a vote by the members.

b. Proxy voting shall be authorized in accordance with each appropriate operation manual. No proxy form will be recognized other than that which is prescribed in the Region/Chapter Operations Manual (USAWOAM 300-1).

**SECTION 5. DUES:** Dues for regular membership is set by the National Headquarters Association By-Laws. All dues collected by the Chapter for membership will be forwarded to the National Headquarters Association.

**SECTION 6. REMOVAL FOR NON-PAYMENT OF DUES:** Membership shall be terminated if dues remain unpaid for thirty (30) days from the date when due and payable.

**SECTION 7. ASSIGNMENT OF MEMBERS:** A new or current member shall state on the application or renewal form whether affiliation with a chapter is desired or whether member at large status is desired. Those desiring member at

large status will not be assigned to any chapter but will be counted in the geographical region where residing.

**SECTION 8. RESIGNATION OF MEMBERSHIP:** Any member may resign by filing a written resignation with the National Executive Vice President, USAWOA. This shall not relieve the member resigning of his/her obligations to pay any legal dues, assessments, or other charges accrued. Dues shall not be reimbursed upon resignation.

**SECTION 9. NATIONAL EMERGENCY:** In the event of a national emergency, a member shall retain their membership without regard to payment of dues until such time as the emergency is terminated and the member is given the opportunity to pay his/her obligations. All membership benefits shall continue so long as directed by the National Headquarters.

#### **ARTICLE IV –MEETINGS**

**SECTION 1. DATE AND PLACE:** The Chapter shall normally conduct monthly meetings at a location and time established by the chapter. At least one (1) chapter business meeting must be held each quarter.

**SECTION 2. QUORUM:** In any chapter meeting, a quorum shall consist of at least: 10% of chapter members exclusive of chapter officers; or at least six member exclusive of chapter officers. A quorum must exist prior to the conduct of official business.

**SECTION 3. PROXY VOTING:** Chapter members may vote by proxy as provided for in By-Law III, Section 4.b.

**SECTION 4. RESOLUTIONS/PROPOSALS:** Resolutions/proposals presented to the Chapter by a member should be referred to the Board of Directors for review and, if appropriate, submission to the Chapter membership for adoption or rejection. Adopted resolutions/proposals which affect only the Chapter shall be forwarded to the Region Headquarters (if such exists) and/or National Headquarters for information only. All other adopted resolutions/ proposals shall be forwarded in proper format to Region for appropriate action. If no region exists, adopted resolutions/proposals should be submitted by chapters directly to National Headquarters for appropriate action.

**SECTION 5. COMPENSATION:** Chapter members will not be reimbursed for any expenditure without prior membership approval and authorized by Chapter President. Chapter officials as such shall not receive any salaries for their services. Chapter members may authorize reimbursement of expenses of Chapter officials in the same manner. Any such authorization for reimbursement by the chapter shall be borne by that chapter treasury.

#### **ARTICLE V – OFFICERS**

**SECTION 1. GENERAL:** The officers of the Chapter will be an elected President and Vice President, and an appointed Secretary and Treasurer. The President appoints the Secretary and the Treasurer. These officials shall be elected and/or appointed for a period of one year, elections to be held each June. As a minimum, announcement of elections will be done one meeting prior to elections. The Chapter officials may appoint such other officers as deemed desirable. Such officers are to have the authority to perform the duties assigned by the Chapter officials. No elected Chapter official shall hold another elected chapter, region, or national office concurrently except the Chapter President who is automatically a member of the Region and National Council of Presidents (COP) during their term(s) as Chapter President.

**SECTION 2. TERMS OF OFFICE:** Chapter officers shall serve no more than two consecutive one-year terms. All officers shall be installed in office in an appropriate ceremony immediately following announcement of the results of their respective elections whenever possible. Officials shall continue in their respective offices until their successors are elected and installed in office.

**SECTION 3. DUTIES:**

a. President -The President, during his/her term of office, will exercise all executive power and authority necessary for the proper operation of the Chapter. The President will preside over the Board of Directors and shall represent the Chapter membership as a member of the Regional Board of Directors and shall represent the Chapter membership of the National Headquarters Association Council of Presidents.

b. Vice President -The Vice President, during his/her term of office, will assist the President in, his/her duties and in the event of the President's absence, will assume his/her duties. The Vice President is a member of all committees and a member of the Chapter Board of Directors.

c. Treasurer -The Treasurer, during his/her term of office, is responsible for accurate keeping of all financial records and the distribution of all Chapter monies. The Treasurer will prepare a monthly report of this record keeping process and a report on all disbursements and present them at the monthly meetings. The Treasurer is responsible for accountability/keeping of all Chapter property. The Treasurer is a member of the Chapter Board of Directors.

d. Secretary- The Secretary during his/her term of office is responsible for maintaining the minutes of the Chapter Board of Directors Meetings and the monthly meetings of the members. The Secretary is responsible for keeping all records and files and all other papers. The Secretary is the Chapter Historian, and member of the Chapter Board of Directors.

e. Board of Directors -The Board of Directors shall exercise all legislative and judicial powers exclusively and will consist of all elected and appointed officials. This Board shall enact and promulgate all necessary rules, regulative orders, and policies necessary for the efficient organization of the Chapter.

f. Officers who are elected/ appointed to fill vacancies in office, or who succeed to a vacant office, as provided for in the By-Law, shall take office on and from the date of election/appointment or succession, and shall continue in office until their successors, elected/ appointed are installed in office.

g. Officers holding appointed positions serve at the pleasure of the appointing official. Such officers shall serve for the duration of the term of office of the appointing official shall unless sooner relieved or they resign. Appointed positions must be formally filled through appointment or reappointment at the start of each official's term of office.

h. Elected officials named in the By-Law are eligible to succeed themselves, but no elected official shall serve more than two (2) full terms consecutively in the same office.

#### **SECTION 4. VACANCIES:**

a. In the event of the death, resignation, removal through disqualification or otherwise of any of the officers named in this By-Law, the office which they have held shall be deemed to be vacant and a successor thereto shall be elected/appointed by the appropriate governing body from among the Chapter membership, except for the Office of the President, in which case, the Vice President shall succeed to the Presidency, with full rights, authority, and responsibility of the office, and a new Vice President elected.

b. Resignation from any of the elective/appointed offices in these By-Laws, for any reason other than those mentioned in the above, shall be made in writing to the appropriate governing body, and acceptance or rejection of the resignation shall be made by a majority vote of that governing body present in a meeting properly assembled.

. Vacancies occurring as mentioned in a and b above shall be filled by election/appointment at the next meeting of the appropriate governing body. Voting shall be limited to the membership present only, and the candidate receiving the majority vote shall be declared elected/appointed to the vacant office.

d. Only regular members of the Chapter, in good standing, shall be eligible for nomination to, or to hold any office in the Chapter.

## **ARTICLE VI – FINANCE**

### **SECTION 1. GENERAL:**

- a. Dues for regular membership are set by the National Association By-Laws. All dues are sent forward to the National office.
- b. The primary method of financing the Chapter shall be rebates received from the National Headquarters Association. Rebates are based on the amount of members affiliated with the chapter.
- c. The Chapter will not engage in business or enterprise that would place the non-profit and tax exempt status enjoyed by the Chapter in jeopardy.

### **SECTION 2. FUND RAISING:**

- a. Fund raising activities are not the primary method of financing the Chapter. However, occasional fund raising activities may be conducted to include baked goods and memorabilia sales, fun runs, or similar activities.
- b. The Chapter will not engage in any fund raising enterprise using the United States Army Warrant Officer Association (USAWOA) logo without prior approval from the National USAWOA.
- c. The Chapter will not engage in any fund raising activity on Fort Hood without prior approval from the Installation Commander.

**SECTION 3. EXPENSES:** The Chapter may not incur liabilities, which exceed assets. Prior to committing the Chapter to any expenses, the Chapter must first have the non-committed funds in the Chapter account.

**SECTION 4. BONDING:** The Chapter will bond all officers authorized to handle/disburse Chapter funds. The amount of the bond will always exceed Chapter assets. Ordinarily, only the President and the Treasurer will require bonding.

**SECTION 5. LIABILITIES:** The Warrant Officers Association, Fort Hood Silver Chapter is not an instrumentality of the United States and must be self-sustaining and may not receive financial assistance from the Army or non-appropriated funds.

## **ARTICLES VII –AMENDMENTS**

**SECTION 1. BY-LAWS:** The Chapter By-Laws will be reviewed annually.

**SECTION 2. APPROVALS:** The Chapter By-Laws may be amended, subject to

the approval of the membership and final approval by the Installation Commander.

## **ARTICLES VIII –DISSOLUTION**

**SECTION 1. DISSOLUTION OF THE CHAPTER:** The members of the Chapter must be notified at least thirty (30) days in advance of the intent to dissolve the chapter. The dissolution shall become effective on the thirty-first day from the date of approval by two-thirds vote of the active Chapter membership. Upon dissolution of the Chapter, no member will benefit from dispositions of chapter assets. Chapter members or EXCOM may chose to either sell property and equipment, or donate such to an organization with purposes or philosophies similar to that of USAWOA. All funds remaining after satisfying any debt will be forwarded to USAWOA Home Office for disposition in accordance with USAWOA policy.

**SECTION 2. SUSPENSION OF CHAPTER ACTIVITIES:** The Chapter may vote to suspend all Chapter activities provided the following requirements are adhered to. The suspension must be in strict accordance with the provisions of these By-Laws. The suspension is subject to the approval of the National and Regional Board of Directors and final approval of the Installation Commander.

**SECTION 3. DISPOSITION OF ASSETS:** In case of 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. The balance of these assets will be disposed of as determined by the membership.

## **ARTICLE IX – SUSPENSION**

Any By-Law, section, or subsection of these By-Laws, or any other administrative directives may be suspended by a two-thirds vote of the Chapter membership, subject to the approval of the installation commander. Any such suspension shall be on a case-by-case basis, for a period not to exceed ninety (90) days. All such actions shall be duly recorded, with full justification for the action, in the minutes of the meeting wherein the suspension was invoked and the meeting wherein it was withdrawn.

**APPROVED ON: July 2009**

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NICOLE E. WOODYARD  
President**

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TONY HAYS  
Vice President**