

By-Laws of the Fort Huachuca Cavalry Association

Article I

Purpose

The purposes for which this corporation is organized are:

- 1) to lessen the burden of government by providing financial and material support to the U.S. Military unit called B Troop 4th Regiment U.S. Cavalry, (Memorial);
- 2) To lessen the burden of government by providing financial and material support to the Fort Huachuca Historical Museum;
- 3) To educate the general public of the traditions, heritage, and history of the U. S. Cavalry:
- 4) To do all such things as are incidental or conducive to the attainment of the above objects within the purview of section 501 (c) (3) of the internal revenue code.

Article II

Membership

Section 1. Membership in the Association will be on a voluntary basis.

Section 2. Membership will not be restricted on the basis of sex, age religion, race, color, national origin, marital status, political affiliation, or handicap.

Section 3. Membership in the association shall be on a voluntary basis and is open to anyone interested in supporting the ideals of Association. There will be three types of membership

- A. Active
 1. Individual
 2. Family
 3. Lifetime
- b. Honorary
- c. Sponsoring

Section 4. Dues will be determined by a majority vote of the Association's General Membership.

Section 5. Application for membership will be on a yearly basis and will be in the form specified by the Board.

Section 6. Individuals released from membership will be reconsidered for active membership by the Board of Directors thirty days after receipt of the re-application.

Section 7. Voluntary resignation may be either written or provided verbally to a member of the Board of Directors. The Board member receiving the resignation must submit the resignation at the next meeting.

Section 8. Family members under the age of 18 are afforded the same benefits as regular members. The exception will be voting, holding office and serving on the Board of Directors.

Article III

Finance

Section 1. There will be three primary methods of ensuring the financial continuance of the Association: Membership dues, proceeds from activities and donations.

Section 2. . Membership dues will be non-refundable and must be paid at the beginning of the January

Section 3. Fees may be charged for individual/organizational participation in Association activities. The amount will be established by the Board of Directors.

Section 4. Financial donations may be made to the Association. Donations will not benefit through profit or personal gain, any individual or group of individuals of the Association.

Section 5. Annual membership dues by category shall be fixed from time to time by general membership vote. A majority vote of members present is required. The board of Directors will set an effective date for any change. Retroactive dues will not be collected.

Section 6. The Association may operate, cause to be operated, or participate in any program activity, consistent with applicable laws and regulations which will further the Associations' purpose.

Article IV

The Governing Body

Section 1. The government of the Association shall be vested in its Board of Directors. The board members will be duly elected by a majority vote (51%) of all members present at the December general membership meeting and will take office at the end of that meeting. These officers shall serve term of one year, or until their successor have been duly elected.

Section 2. All members of the Board of Directors must be active members. The officers may be military (active or retired) or their dependents, DOD civilians, their dependents or members of the civilian community. All Officers must be 18 years or older.

Section 3. The Board of Directors shall consist of the President, First Vice President, and Vice President for Public Relations, Vice President for Education, Vice President for Programs, Vice President for Ways and Means, Secretary and Treasurer. A quorum shall be constituted when five or the eight officers are present. The Board of Directors shall be empowered to carry out the day-to-day business of the Association and to ensure that the purposes and goals of the Association are accomplished. Members present at the duly organized board meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough Officers to leave less than a quorum. Records of board meetings shall be submitted to the Commander, U.S. Army Garrison, and Fort Huachuca for review.

Section 4. Board members will be required not to miss more than three consecutive general membership meetings, three consecutive board meetings or three consecutive organizational activities without prior Board approval. Violation of the aforementioned could result in the board member's is being asked to resign.

Article V

Duties of the Governing Body

Section 1. Duties of the President: It shall be the duty of the President to preside at all meetings of the Association and to perform such tasks as may be necessary for the efficient conduct of the affairs of the Association. The President shall also appoint such committees as may be deemed necessary and shall fix the dates and responsibilities of each committee. The term of the present will be for one year and will not exceed two consecutive years.

Section 2. Duties of the First Vice-President. In the absence of the president, the First Vice-President shall act for and as the President. The term of office shall be for one year and will not exceed two consecutive years.

Section 3. Duties of the Vice President for Public Relations: The vice President for Public Relations shall

- A. Media coverage
- B. Coordinate meetings/educational classes (omit the wording underlined)
- C. Invite and promote membership
- D. Encourage participation
- E. Establish line of communication (external and internal)

The term of office shall be for one year and will not exceed two consecutive years.

Section 4. Duties of the Vice President for Education: The Vice President for Education shall

- A. Write articles of Cavalry beginning in the West
- B. Write and publish monthly newsletter
- C. Publish articles in local newspapers
- D. Prepare presentation of Cavalry history to the Association, the school system and civilian organizations.

The term of office shall be for one year and will not exceed two consecutive years.

Section 5. Duties of the Vice President for Programs: The Vice President for Programs shall

- A. Be responsible for overall program presentation
- B. Solicit participation in events
- C. Establish monthly and annual calendars
- D. Solicit interest of membership for programming annual agenda
- E. Coordinate with the Commander of Horse Cavalry for participation in events

The term of office shall be for one year and will not exceed two consecutive years.

Section 6. Duties of the Vice President for Ways and Means. The Vice President for Ways and Means shall

- A. Define monetary support needs
- B. Prioritize monetary needs
- C. Establish appropriate fund raising activities
- D. Coordinate community and military calendars
- E. Prepare post activity report on all events.

The term of office shall be for one year and will not exceed two consecutive years.

Section 7. Duties of the Treasurer: The treasurer shall advise the Board of Directors on all matter concerning the financial status of the Association and will act as the Association Financial Officer. These duties include, but not limited to the preparation of a ledger defining all expenditures and income from all Association activities. The Treasurer will be a voting member of the Board of Directors.

Section 8. Duties of the Secretary: The Secretary shall provide to the Board of Directors a transcript of the Association meeting and Association business. Will assist the president in any required tasks. The term of office will be one year and will not exceed two consecutive years.

Section 9. The Board of Directors shall have full authority to manage the affairs of the Association IAW the By-Laws, and applicable laws, regulations, and the directives.

Article VI

Election and Voting

Section 1. The Board of Directors for the following organizational year will be elected at the December General Membership meeting, and will officially assume those duties at the end of that meeting. Nomination will be open from general members.

Section 2. Individuals agreeing to the nomination will be present to the December General Membership meeting and will be accepted at that time. Nominations from the floor may also be accepted at that time. Nominees for all positions are required to meet the qualifications set forth in Article IV of the By-Laws.

Section 3. Majority vote of 51% of the registered members over the age of 18, present, will be required for election of each Board Member. At a minimum, a president, First Vice President, Secretary and Treasurer will be elected. The voting will be either by voice, show of hands, or by secret ballot, depending upon the desires of the members present.

Article VII

Standing Committees

Section 1. The establishment of any standing committee will be at the discretion of the Board of Directors.

Section 2. membership in any standing committee will be governed by the qualifications for the respective Board member for which the committee is created and will be for the purpose of assisting that Board member in carrying out his/her duties.

Section 3. A standing committee will remain in effect only as long as needed and not be required for the entire year unless needed.

Article VIII

Finances and Taxes

Section 1. The Association is being organized under IRS Code Section 501 © (3) and hereby enjoys tax exemption status.

Section 2. The Association will abide by all tax reporting requirements for all Federal and State Taxes.

Article IX

Insurance

Liability insurance will be maintained

Article X

Activities

Section 1. This Association shall hold an annual meeting in December at a time and place to be designated by the Board of Directors. The purpose of this meeting shall be the election of the Officers and the presentation of awards.

Section 2. Throughout the year, other meetings of this Association shall be held at a time and place so designated by the Board of Directors. These meetings will be devoted to discussions of fraternal, historical and organization matters to include other subjects as may be deemed appropriate by the Board.

Section 3. The Association shall engage in fund raising activities on the approval of the majority vote by the membership or Board of Directors. These activities must foster the aims and objectives of the Association as previously set forth. These activities shall include Fort Huachuca activities, cooperation with other organizations. Expenditure of funds shall be approved by a majority vote by the Board of Directors present. Any fund raising activity must be within good taste and foster interest of the military and civilian community in the history and tradition of the U.S. Army, the U. S. Cavalry and B Troop, 4th U. S. Cavalry.

Article XI

General Provisions

Section 1. This association shall incur no financial obligations which do not support the goals of the Association. All expenditures require approval of the majority of the Board of Directors present. All checks will be signed by the Treasurer and one other officer.

Section 2. This Association operates and exists on Fort Huachuca with the consent of the Garrison Commander. This consent is contingent on compliance with the requirements and conditions of the Army Regulations, specifically AR 210-1, with changes and supplements. Requests for revalidation of the permit to operate on Fort Huachuca will be in writing to the Garrison Commander every two years IAW 210-1, Chapter 3 paragraphs 3-4. The Association will operate in conjunction with applicable state and jurisdictional laws.

Section 3. As a condition for membership, all members must read and understand this Association's By-Laws.

Section 4. This Association is not an instrumentality of the United States Government. This Association will not compete with any non-appropriated fund instrumentality, Morale Welfare Recreation (MWR) activities, or any other Government function using appropriated funds on the installation.

Section 5. Neither the Army nor any non-appropriated fund shall incur any obligation on behalf of, or assume any of the obligations or liabilities of the Fort Huachuca Cavalry Association.

Section 6. Dues become the financial assets of the Association upon payment and are used for the general welfare of the membership as deemed by vote. Resignation from the association does not entitle a former member to reimbursement of any part of dues paid.

Section 7. The annual dues for each member shall be determined by vote of the general membership. Members who fail to pay their dues within sixty days from the time the same become due shall be notified by the Secretary or other official of the Association. If payment is not received within the next thirty (30) days, it shall be reported to the Board of Directors as in arrears. If so ordered by a majority vote of the Directors present and voting thereon, the member shall, without further notice and without hearing, be dropped from the rolls and thereupon forfeit all rights and privileges of membership.

Article XII

Meetings

Section 1. The Board of Directors shall meet not less than once each month to ensure proper progress of the organization. Special meetings may be called by the President, or in his absence, the First Vice President, or by a majority of the Officers of the Board of Directors provided, however, that forty-eight hours notice, to include purpose of the meeting, is given to the Board. The President or duly recognized representative will preside. Robert's Rules of Order will prevail. Minutes of all meetings will be maintained in a standard format.

Section 2. A quorum must be present to conduct any Association business. Unless otherwise stated in the By-Laws, a majority vote of all prevails.

Section 3. The general membership of the Association will meet on a quarterly basis to discuss Association business and to review expenditure of Association funds and to conduct any other business as may be deemed appropriate by the membership. The Officers are to be present with the President/First Vice President presiding. Roberts's rules of order will prevail at all meetings which will include the Secretary's report/reading of the last meeting's minutes. Treasurer's report including the organization's financial status report. Additionally any old and new business will be discussed. The time and location of the meeting will be announced in advance to allow maximum participation.

Article XIII

Cooperation's

The Association may cooperate with any other organization deemed appropriate by a majority vote of the Directors present. In the event of the cooperative effort, the terms of the cooperative effort will be specified in a Memorandum of Understanding to allow for the maintenance of separate officers and membership rolls, financial accounts and awards. It will facilitate the conducting of joint activities such as meetings, equestrian events, awards, fundraising activities and other events deemed appropriate by both bodies.

Article XIV

Amendments

Section 1. Amendments to the By-Laws may be proposed by any member of the Association.

Section 2. Approval of amendments requires a majority vote (51%) of the general membership present at a regular meeting and the approved amendments become effective immediately. A courtesy copy of the By-Laws shall be furnished to the Garrison Commander for his review.

Article XV

Dissolution

In the event the dissolution or winding up of this corporation, after paying or adequately providing for the debts or obligations of this corporation, the directors, or persons in charge of liquidation, shall grant, convey, assign and transfer the remaining assets of this corporation unto:

1. A state, a territory, a possession of the United States, or any political subdivision of any of the foregoing; or to the United States or the District of Columbia, to be used exclusively for public purposes.

2. A corporation, trust, or community chest, fund or foundation:

- a. Created or organized in the United States or in any possession thereof, or under the law of the United States, any state or territory, the District of Columbia, or any possession of the United States.
- b. Organized and operated exclusively for religious, charitable, scientific literary, or educational purposes, or for the prevention of cruelty to children or animals;
- c. No part of the net earnings of which inures to the benefit of any private individual; and
- d. No substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation.

The assets transferred to any organization listed above shall be used within the United States, or any of its possessions, exclusively for the purpose specified in subparagraph (b).

No such organization listed above shall qualify for distribution unless such organization shall be an organization, association, fund or foundation, organized and operated exclusively for charitable, religious, scientific or educational purposes which is a tax-exempt, non-profit corporation under the United States Internal Revenue Code, and which is recognized as such by the United States Bureau.

If the corporation holds any assets in trust at the time of dissolution thereof, such assets shall be disposed of in such manner as may be directed by the decree of the Superior Court in the county in which the dissolved corporation had its principal office, upon petition therefore by the Attorney General, or any person concerned in the liquidation.

Article XVI

Ratification

These By-Laws shall become valid and binding upon ratification by the majority of the members present.

Ratified and effective this 10th day of August 1991 by vote of the General Membership.

/s/ by the president on Aug 10, 1991

/s/ by the secretary on Aug 10, 1991

President

Secretary