



Pikes Peak Chapter
Military Officers Association of America
(MOAA)

P.O. Box 33, USAF Academy
Colorado Springs, CO 80840



BYLAWS

PREAMBLE

Chapter Vision: To Reestablish Itself as a Thriving Chapter

Chapter Mission: To support the MOAA mission at the community level, providing premier service to our members and supporting a strong national defense and the interests of men and women of the uniformed services.

Chapter Objectives:

To inculcate and stimulate love of our country and the flag;

To advocate for military forces adequate to the defense of our country;

To promote the education of children through strong support and interaction with local ROTC/JROTC units.

To recognize the service and sacrifices of our military retirees and surviving spouses by actively engaging in and supporting the local Retiree Appreciation Day.

To further and participate, as appropriate, in local military and community programs, events and activities that promote the professional development of chapter members.

To foster harmony and a spirit of camaraderie among all officers of the uniformed services by conducting an organized program of social and fraternal activities.

To support local, state, and federal legislature aimed at improving the health and welfare of all military members.

ARTICLE I - OFFICES

1.01 PRINCIPAL OFFICE. This corporation, a non-profit organization, is known as the Pikes Peak Chapter, Military Officers Association of America, Inc., PPCMOAA (hereafter referred to in these Bylaws as the Chapter). Its principal office is located in the County of El Paso, State of Colorado. It operates exclusively for the mission specified in the Preamble.

1.02 REGISTERED OFFICE. The registered office of the corporation is required by the Colorado Corporation Code to be maintained in the State of Colorado, but need not be identical with the principal office and the address of the registered office may be changed from time to time by the Officers.

ARTICLE II - OFFICERS

2.01 ELECTED OFFICERS. The Chapter Officers shall be Regular members, the spouse of a regular member, or Auxiliary Members and consist of a President, First Vice President (Programs), Second Vice President (Communications), Vice President for Membership, Secretary, Treasurer, and the Immediate Past President. These officers shall also function as the management board for the chapter and will be referred to as "**Officers**" in these bylaws. The term of office for Officers shall be two years unless they are sooner removed, otherwise disqualified, or reelected to the same office, or until their successor is appointed or elected.

2.02 VACANCIES. A vacancy in the office of President shall be filled by the First Vice President for the unexpired term. In the case of vacancies in other elected offices, the President, with the advice and consent of the officers, shall appoint a qualified member to fill the position. Such an appointment shall be confirmed by the membership at the next monthly meeting.

2.03 DUTIES OF THE OFFICERS.

a. PRESIDENT: The President is the chief executive officer of the Chapter and shall preside at Board of Directors and membership meetings. The President shall have general oversight of the work of the Chapter, sign official documents, appoint liaison officers, appoint committees not otherwise provided for, be an ex-officio member of all committees, and be a voting member of the Colorado Council of Chapters.

b. FIRST VICE PRESIDENT/PROGRAMS: The First Vice President shall be the deputy to the President, perform such duties as the President may request, maintain cognizance of all policy matters and act on behalf of the President in the absence or disability of the President and, at those times, shall have full authority to carry out the President's duties. The First Vice President shall also be the Chairperson of the Programs Committee.

c. SECOND VICE PRESIDENT/COMMUNICATIONS CHAIRPERSON: The Second Vice President shall be the Chairperson of the Communications Committee. The 2nd Vice President shall work closely with the Vice President for Membership to ensure communications methods support recruiting and retention efforts.

d. VICE PRESIDENT OF MEMBERSHIP: The Membership Chairperson shall chair the Membership Committee and work with the Chapter's Second Vice President to establish recruiting and retention goals. The Membership Chairperson shall supervise membership record keeping, recruiting programs, flyers, liaison with local military installations and other local organizations. The Membership Chairperson shall pick up all dues, personal data changes and "postage due" items from the Chapter Post Office Box. All dues and Scholarship Fund donations will be forwarded to the Treasurer in a timely manner. The Membership Chairperson shall maintain close coordination with the Secretary, Treasurer, and *THE EAGLE* Editor.

e. TREASURER: The Treasurer shall be responsible and accountable for the receipt of all monies and other assets, for depositing same in such financial institutions as the Board may approve, and for disbursing funds in accordance with the Board's instructions. The Treasurer shall maintain accurate records of all receipts and disbursements, render a monthly report to the Board (or at such other times as the Board directs), and prepare an annual Treasurer's report and present it to the membership at the Chapter Annual Meeting. The Treasurer shall be a member of the Financial Committee and assist in the preparation of the annual budget. The Treasurer shall prepare and maintain all tax exemption documents and submit the necessary documentation to maintain the Chapter's tax-exempt status. The Treasurer is a voting member and treasurer on the Scholarship Fund Board of Directors.

f. SECRETARY: The Secretary shall maintain the Chapter records, including Bylaws, minutes of meetings, and other records provided to him/her from other Board members. The Secretary shall initiate or answer correspondence and perform other duties as requested by the President. The Secretary shall maintain an annual calendar to include significant suspense dates, obligations, or other noteworthy dates.

g. IMMEDIATE PAST PRESIDENT: The Immediate Past President shall be the Chairperson of the Nominating Committee, Chairperson of the Senior Advisory Council (Article XII), and may perform other functions as requested by the President.

ARTICLE III - CHAPTER MANAGEMENT

3.01 MANAGEMENT. The business management and affairs of the Chapter shall be under the direction of the Officers. It shall have authority to expend funds, incur liabilities, authorize contracts, or reviews of funds, and attend to such other matters as may occur.

3.02 ATTENDANCE. All elected officers are expected to attend at least 75% of the scheduled meetings, unless excused for cause, or be subject to replacement.

ARTICLE IV – MEMBERSHIP, CATEGORIES AND VOTING RIGHTS

4.01 QUALIFICATIONS. Subject to the provisions hereof, membership shall be composed of men and women who pay dues to the chapter and who are, or have been, active duty, former, retired, Reserve and National Guard commissioned and warrant officers and cadets and midshipmen of the uniformed services — Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration, surviving spouses of qualified officers, and honorees. All members must be still serving, either as active duty, reservists, or National Guard, be honorably discharged, or retired.

4.02 MEMBERSHIP CATEGORIES. Membership shall consist of four categories:

a. REGULAR MEMBERS. Qualified members, as defined in Paragraph 4.01, who are also current members of the national organization of MOAA.

b. ASSOCIATE MEMBERS. Qualified members, as defined in Paragraph 4.01, who pay dues to the Chapter but are not current members of the national organization of MOAA.

c. AUXILIARY MEMBERS. The surviving spouse of any qualified individual, as defined in Paragraph 4.01.

d. HONORARY MEMBERS. Selected individuals, who are not eligible for any of the above categories of membership, may be granted honorary membership at the discretion of the Officers. Such persons shall have made significant and unique contributions to one or more of the values stated in the Preamble above. Recommendations for Honorary membership shall be made in writing by any Chapter member and addressed to the President.

4.03 APPLICATION FOR MEMBERSHIP, DISENROLLMENT AND REINSTATEMENT.

a. APPLICATION FOR MEMBERSHIP: Application for membership as a Regular, Associate, or Auxiliary member shall be in writing and addressed to the Membership Chairperson.

b. DISENROLLMENT: Members will be disenrolled for:

- (1) Nonpayment of dues. When their annual dues are unpaid for two consecutive years.
- (2) Cause. Disenrollment of a member for cause shall be the sole responsibility of the Officers, after the individual concerned has been given 30 days to be heard or represented.

c. REINSTATEMENT: Any member who has been disenrolled for non-payment of dues may be reinstated upon written application for membership and payment of dues for the current year.

4.04 NATIONAL MOAA MEMBERSHIP. Regular members are required to hold and maintain membership in the Military Officers Association of America, 201 North Washington Street, Alexandria, VA 22314-2539. Associate and Auxiliary members are encouraged to acquire and maintain such membership.

4.05 MEMBER VOTE. Members in good standing (dues paid for current year) shall be entitled to vote on items submitted to the membership for a vote. All membership categories shall be entitled to vote for the slate of nominated officers at the Annual Membership Meeting or at any other meeting during the year to confirm the appointment of a member to fill a vacancy of the Elected Officers of the Chapter. Proxy voting shall not be accepted at any meeting of the Chapter.

ARTICLE V - MEMBERSHIP MEETINGS

5.01 MEMBERSHIP MEETINGS. Chapter membership meetings shall be held at a frequency at a place, date and hour determined by the Officers.

5.02 ANNUAL MEMBERSHIP MEETING. The monthly members meeting held in the Fall is designated as the Annual Membership Meeting.

5.03 SPECIAL MEETINGS AND OTHER ACTIVITIES. Special meetings and other activities may be held at a time and place determined by the Chapter Officers. All members are allowed to attend all such meetings and activities.

5.04 QUORUM. A quorum shall consist of the voting members present at any scheduled meeting.

ARTICLE VI – APPOINTED OFFICIALS

6.01 APPOINTED OFFICIALS. The President is authorized to appoint officials as he/she deems necessary to assist in supporting the Chapter. Such officials may include a Chaplain, Historian, Photographer, Legal Advisor, Medical Advisor, Sergeant-at-Arms, Transition and Employment Mentor, Legislative Affairs, Public Information, Personal Affairs, *THE EAGLE* Editor, Webmaster, and other officials, as necessary. Appointed Officials do not vote on chapter action matters.

ARTICLE VII – COMPENSATION

7.01 COMPENSATION. Elected Officers and Appointed Officials shall not receive compensation for their services. However, the Officers may authorize reimbursement of certain expenses incurred in the performance of duties. The type, amount and extent of expenses to be reimbursed shall be determined by the Officers within budget allocations.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

8.01 NOMINATIONS. The Chapter Officers shall decide if they desire to run for a second term; run for an alternate position, or be replaced.

8.02 NOMINATIONS FROM THE FLOOR. Nominations from the floor may be made at the Fall Annual Membership Meeting and shall conform to the following procedures: Nominations must be made by a member in good standing and seconded by two other members in good standing at the time of the meeting. The nominee must be present at the meeting and state that, if elected, he/she agrees to serve in the office to which nominated.

8.03 ELECTION. At the Fall Annual Membership Meeting, the President will present the slate of nomination recommendations and additional nominations shall be called for from the floor in accordance with Paragraph 8.02. After all nominations have been received, nominations will then be closed and the election for Officers will be held. A majority of votes cast for each nominee shall determine the outcome of the election for each Officer. The newly elected Officers will be installed at the first meeting held the following year.

ARTICLE IX - DUES

9.01 DETERMINATION OF DUES. Annual and life chapter membership dues shall be determined by the Officers and approved by the membership at the Annual Membership Meeting held in the Fall or any other membership meeting called for that purpose.

9.02 ANNUAL DUES. Except as specified in Paragraph 9.04, Regular, Associate, and Auxiliary members shall pay annual dues for each calendar year. Honorary members shall be exempt from the payment of dues.

9.03 LIFE MEMBERSHIP DUES. The payment of Life Membership dues, in lieu of annual dues, is an option available to Regular and Auxiliary members. These dues shall be deposited into the Life Members Fund and any withdrawals exceeding the interest or other appreciated funds must be approved by the Officers.

9.04 AUXILIARY MEMBERS. Auxiliary members shall not be required to pay dues for the balance of the year in which their spouses died, and the amount of dues already paid by the deceased spouse shall be credited to the auxiliary member's dues for the year(s) following the year in which the spouse died. Upon the death of a Life Member, the Life Membership shall automatically transfer to the surviving spouse.

9.05 PRORATION OF DUES. Annual dues shall be prorated as follows:

- a. New members joining the first half of the calendar year shall pay the full amount of annual dues.
- b. New members joining in the last half of the calendar year shall pay one-half of the annual dues, except that:
- c. New members joining in November or December shall pay the full amount of annual dues, which

shall be credited to the forthcoming year.

ARTICLE X - COMMITTEES

10.01 COMMITTEES. There shall be such committees as the Officers deem necessary.

ARTICLE XI - BUDGET

11.01 BUDGET. The Treasurer shall, in the Fall of each year, prepare an annual budget for the forthcoming calendar year and submit it to the Officers. The Officers shall review and approve the budget, submit it to the membership for adoption at the Annual Membership Meeting and cause it to be published in the next issue of *THE EAGLE*.

ARTICLE XII - SENIOR ADVISORY COUNCIL

12.01 THE SENIOR ADVISORY COUNCIL. This council shall consist of all Past Presidents acting as an advisory body to the Officers and chaired each year by the Immediate Past President. In the event the Immediate Past President is unable or otherwise unavailable to act in this capacity, the preceding Past President will assume the position of Chairperson. Meetings will be held at the call of the Chairperson and the incumbent President shall be invited.

ARTICLE XIII - THE FLAG OF THE UNITED STATES OF AMERICA

13.01 THE FLAG OF THE UNITED STATES OF AMERICA shall be displayed at all meetings of the Chapter and the Pledge of Allegiance shall be rendered at the beginning of each meeting if practical.

ARTICLE XIV - CHANGES TO THE BYLAWS

14.01 These Bylaws may be altered, amended or changed, or new Bylaws adopted, by a two-thirds vote of a quorum of members present at any meeting, or at a special meeting called for that purpose, provided at least a 30 day advance notice of such intent has been published in *THE EAGLE* or by email notification. Proposed amendments shall be submitted in writing to the Officers. The Officers shall review the proposed amendments and, if approved, shall follow the procedures outlined above. The current officers should review the Bylaws at least every two years, and propose appropriate changes of the Bylaws to the membership.

Approved by the Membership:

Certified by:

Signed

President, 2022

Signed

1st VP, 2022