

The Greater El Paso Chapter
Of
The Military Order of the World Wars



Bylaws

Article I
(Name)

The name of this organization shall be "The Greater El Paso Chapter of the Military Order of the World Wars."

Article II
(Membership)

Section 1. Eligibility for membership in the Order and the Chapter shall be as provided for by the National Constitution of the Order and as herein specified.

Section 2. Membership is open, subject to Chapter approval and National acceptance, to citizens of the United States of moral character and good repute who meet the pre-requisites prescribed by the National Constitution of the Order.

Section 3. Categories of membership shall be as described in the National Constitution of the Order.

~~Section 4. Application for membership in this Chapter shall be presented by the Adjutant to the Chapter Staff. The Chapter Staff shall act on the application. Two negative votes shall reject the application.~~

Section 5. A member may resign at any time.

Section 6. Members who fail to pay their dues for six months shall be dropped from membership.

Section 7. A former member may be reinstated by paying the appropriate dues.

Section 8. Spouses of members (Regular or Perpetual) are eligible to join the Order as Hereditary Members upon application and payment of appropriate dues. As such, they are eligible for all rights and privileges of membership. If a surviving spouse elects not to become a member, he/she may continue to attend Chapter functions as a guest. However, mailing of the Chapter Bulletin will be discontinued at the end of the Chapter year unless a request is submitted to the Adjutant not later than 1 July each year for continuance.

Section 9. The Chapter must have a minimum of ten (10) living members to remain as a Chapter of the Order.

Article III
(Organization and Objectives)

Section 1. The General Staff of the National Order is recognized as the governing body, and the Constitution and Bylaws of the National Order are recognized and endorsed as the basic law of the Order. This Chapter and these Chapter Bylaws shall remain subordinate thereto.

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Section 2. The objectives and policies of this Chapter shall be in conformity with the National Constitution and Bylaws of the Military Order of the World Wars, and such other guidance as may be promulgated by the National Headquarters.

Section 3. This organization shall be a nonprofit organization operated exclusively for the purposes as set forth in the Preamble to the National Constitution.

Section 4. No member, officer or agent of this organization shall be held liable for acts or failure to act on the part of any other member, officer or agent; nor shall any member, officer or agent be liable for the acts or failure to act under these Bylaws, except those acts arising out of willful misfeasance.

Section 5. This Chapter is a member of the Department of the Rio Grande and Region XIII in accordance with current geographical divisions specified by the National Order.

Article IV (Officers)

Section 1. Chapter officers to be elected shall consist of the following:

Commander	Chaplain
Senior Vice Commander	Historian
Junior Vice Commander	Marshal
Adjutant	Two Unassigned Staff Officers
Treasurer	

Section 2. The following positions are appointed by the Chapter Commander and serve on the Staff:

Bulletin Editor
Liaison Officer
Other Committee Chairs as needed

Section 3. Election of Officers. The Nomination Committee shall be appointed in accordance with Article IX, paragraph 3. It shall meet at the call of the Chair to select candidates for the offices listed above. The candidate's names shall be published in the April Bulletin and be announced to the membership at the April meeting and the election will be conducted at the May meeting. Prior to the election, additional nominations may be made from the floor if the proposed nominees have agreed to serve if elected. Voting may be by voice vote, but must be by secret written ballot if there are two or more candidates for a position. In the event a secret written ballot is required, the Commander will appoint two Tellers from the membership to tally the votes. The Commander, as presiding officer, may vote only in the event of a tie vote.

Section 4. Installation and terms of office: Newly elected officers shall be formally installed with proper ceremony for a term of one year and shall hold office from the date of installation until respective successors are elected and installed. All officers shall serve without compensation.

Section 5. If during the Chapter year, a vacancy occurs in the Commander or Vice Commander positions, Vice Commanders will move up as appropriate, and an election will be conducted within 60 days for a new Junior Vice Commander.

Section 6. Should a vacancy occur in any other office, the Commander, with the approval of the Staff, will appoint a replacement.

**Article V
(Duties of Officers)**

Section 1. The Commander shall preside at all Chapter and Staff meetings. He/she shall enforce observance of the Constitution and Bylaws of the Order and of this Chapter and be guided by the National Handbook. He/she shall perform such other duties as custom may prescribe. The Commander shall be an ex-officio member of all committees, except the Nominating Committee.

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Section 2. The Senior and Junior Vice Commanders shall perform such duties as the Commander may direct. They shall assist the Commander and may be called on, in the absence of the Commander, to preside at meetings, in order of precedence.

Section 3. The adjutant shall:

- (a) act as Executive Officer for the Commander;
- (b) act as Secretary of the Chapter Staff, prepare and maintain minutes of Chapter and Staff meetings;
- (c) prepare Chapter correspondence;
- (d) maintain a membership file showing types of memberships and maintain files of resigned, dropped and deceased members;
- (e) maintain a current roster of members;
- (f) perform such other duties as the Commander may prescribe.

Section 4. The Treasurer shall:

- (a) collect all dues and funds payable to the Chapter and maintain security of all Chapter funds;
- (b) disburse funds as included in the approved budget, or as authorized by the staff; or in accordance with Article 3 VII, paragraph 5;
- (c) maintain accounts and report the financial status monthly to the Staff and to the membership;
- (d) submit necessary tax reports.

Section 5. The Historian shall:

- (a) be custodian of all historical information of concern to the Chapter;
- (b) collect member's Biographical Data forms;
- (c) compile, update and submit to the Historian General the annual Chapter History;
- (d) transmit to the Historian General the original copies of the Biographical Data forms.

Section 6. The Chaplain shall:

- (a) open and close all Chapter and Staff meetings with a prayer;
- (b) watch over the spiritual welfare of the members of the Chapter;
- (c) make arrangements, together with the Adjutant, for Chapter representation at the funeral of members;
- (d) make arrangements, together with the Adjutant, for memorial services and other ceremonies requiring prayer;
- (e) chair the Memorial committee.

Section 7. The Marshal shall:

- (a) retain custody of the Chapter colors (US and MOWW) and other property entrusted to his/her care;
- (b) display the Chapter colors at each Chapter and Staff meeting;
- (c) display the Chapter colors at patriotic ceremonies, as appropriate.

Section 8. The Bulletin Editor shall be responsible for the preparation and distribution of the Chapter Bulletin.

Section 9. The Liaison Officer shall:

- (a) effect communications with other bodies, groups and organizations with similar purposes to those of the Order and the Chapter to ensure that duplication is minimized;

(b) report to the Commander and Staff on those areas where the Chapter might combine or reduce our efforts, still ensuring that the task is accomplished.

Section 10. The two unassigned Staff Officers shall perform such duties as the Commander may direct.

Article VI (Chapter Staff)

Section 1. The Chapter Staff shall consist of the Chapter Officers named in Article IV, paragraph 1, together with all members of the Chapter who hold office in National, Regional, or Department organizations of the Order, all Past Commanders, the chair of all committees appointed by the Commander, and all Companions who have been appointed to Chapter Staff Emeritus.

Section 2. The Chapter Staff shall meet monthly or at the call of the Commander. A simple majority of the members of the Staff shall constitute a quorum.

Section 3. The Chapter Staff shall conduct the business of the Chapter to include, but not limited to, the following:

- (a) act as the Executive Committee for the chapter;
- (b) approve or reject applications for membership,
- (c) act on resignations, transfers, and drops;
- (d) recommend changes in the annual dues (for approval by the General Membership);
- (e) be advised by the Chapter Commander of all receipts of information from persons seeking national office in the Order. After consultation, the Staff will empower the Commander to vote for those candidates they deem most qualified on the canvassing ballot;
- (f) select delegates to the National Convention.

Section 4. Any Companion who has served a combined total of seven years as an elected officer in the Order, or as Chair of a Standing Committee as shown in Article IX (two of which must have been in the offices of either Commander, Vice Commander, Adjutant, or Treasurer), and has attended not less than four Department of the Rio Grande and two Region XIII conventions as a delegate ~~may~~, with the approval of the Chapter Staff, be appointed as Chapter Staff Emeritus by the Chapter Commander. Attendance at National Conventions ~~or at Mid-winter General Staff meetings~~ may be substitute for Department or Regional requirements. Serving as Chair of a National committee may be substituted for Chapter committee requirements. Multiple credits may not be earned in any fiscal year.

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Article VII (Finances)

Section 1. The fiscal year (FY) of the Chapter shall ~~begin~~ on the first day of July and end on 30 June of the following year.

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Section 2. Annual National and Chapter dues, payable by regular and hereditary members, shall be the current approved National dues and \$6.00 for the ~~Chapter~~.

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Section 3. The Treasurer, in coordination with the Finance and Budget Committee, shall prepare a budget outlining expected income and anticipated expenditures for the ensuing year. The budget shall be submitted to the Staff. Following Staff approval, the budget shall be published and presented to the Chapter membership for approval not later than the September meeting.

Section 4. No member of the Order shall obligate the Chapter or the Order financially, either directly or by implication, without specific authority to do so.

Section 5. If it appears that a proposed expenditure would exceed the approved budget allocation, the purchase must be approved by the Chapter Commander and the budget must be adjusted at the next Staff meeting. If the expenditure causes the budget to be exceeded by more than ten percent, the expenditure must be approved by the membership.

Section 6. The Chapter Commander shall require an annual review of Chapter funds as soon as feasible after taking office, such review to be completed by 31 August and the report made to the general membership at the October meeting.

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Section 7. The Chapter Treasurer must submit annual dues to the Region, as authorized under Article VII of the MOWW Region XIII Bylaws on or before 1 October each year.

Section 8. The Chapter Treasurer must submit annual dues to the Department as authorized under Article I, Section 2 of the Department of the Rio Grande Bylaws on or before 1 October each year.

Section 9. In accordance with National Bylaws, Article I, Section 10, the chapter must submit its report on compliance with IRS Code 501 (c)(19) on or before 30 September of each year.

Article VIII (Committees)

Section 1. The Staff.(Executive Committee): Provisions for the Staff are found in Article VI of these Bylaws.

Section 2. The commander shall appoint Chairs of the following Standing Committees, as appropriate:

(a) Membership	(j) Bylaws
(b) Finance and Budget	(k) Resolutions
(c) ROTC and Youth Activities	(l) Memorials (Note Article V, paragraph 6e)
(d) Patriotic Education	(m) Law and Order
(e) Public Relations	(n) Citizen of the Year
(f) Communications	(o) Fund Raising
(g) Hospitality and Door Prizes	(p) Boy Scouts
(h) Homeland Security	(q) Girl Scouts
(i) National Security	

Committee chairs shall select other members of their respective committees as needed.

Section 3. Additional committees for a stated purpose may be appointed by the Commander.

Section 4. A Nominating Committee, consisting of a Chairman and two other members selected by the Commander from the Past Commanders list, shall be appointed not later than 1 January each year. Their duties shall be in accordance with Article IV, paragraph 2.

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Article IX (Meetings)

Section 1. Regular Chapter Meetings shall be held at least every 2 months from September through June.

Section 2. Special Chapter meetings shall be held at the call of the Commander or upon written request of five Staff members with notice given to all Chapter members at least five days prior to the meeting. At any Chapter meeting, ten percent of the active members shall constitute a quorum.

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Section 3. Robert's Rules of Order (Revised) shall govern the procedures of all meetings.

Section 4. The normal order of business at Chapter meetings shall be:

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|---------------------------------|--------------------------------|
| (a) Call to order | (h) Induction of new Members |
| (b) Invocation | (i) Chapter Business |
| (c) Presentation of the Colors* | (j) Speaker or special feature |
| (d) Pledge of Allegiance | (k) Retirement of the Colors* |
| (e) Reading of the Preamble | (l) Benediction |
| (f) Introduction of Guests | (m) Adjournment |
| (g) Meal service | |

- In lieu of formal presentation/retirement of Colors, the Colors may be posted in advance of the meeting
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Article X
(Parliamentary Authority)

The current edition of Robert's Rules of Order (Newly Revised) shall govern in meeting sin all cases to which they are applicable and are not inconsistent with these Bylaws.

Article X1
(Prohibited Matters)

The introduction of religious or partisan political matters as part of the official program is prohibited at any meeting of the Chapter. The name, insignia or the records of the Order or Chapter shall not be used in any religious, business or partisan political matters.

Article XI1
(Funds)

The Chapter is empowered to receive gifts and bequests for a fund for the purpose of promoting the aims and purposes as set forth in the Preamble to the National Constitution of the Order. The Commander, with the approval of the Staff, may establish such a fund, and a fund committee at such time as funds accrue in size to justify such action.

Article XII1
(Dissolution of the Chapter)

Upon surrender or revocation of the charter of the chapter, all records, books of account, funds and securities belonging to the Chapter shall be forwarded to National Headquarters, except as may be provided on proper motion, submitted in writing ten days prior to the last scheduled meeting of the Chapter, and carried by a two thirds vote at such meeting.

Article XIV
(Bylaws Review)

These Bylaws shall be reviewed every three years to insure conformity with National Guidance.

Article XV
(Amendments)

Section 1. These Bylaws shall become effective immediately upon their adoption by majority of the members present a regular meeting.

Section 2. These Bylaws may be amended by two-thirds vote of those present at a regular Chapter meeting, provided that the proposal has been published in the Bulletin or sent to each member of the Chapter not less than ten days before the meeting.

Adopted as revised by the Greater El Paso Chapter at a regular meeting on Date to be inserted

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Signed by:

Jesus Beltran
LTC, U.S. Army (Retired)
Commander

JoAnne Barton
Major, U.S. Army (Retired)
Adjutant

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Prior actions: El Paso Chapter By-Laws

Reviewed with no changes: May 19, 2018 LTC Pauline Ballesteros (USA, Retired)

May 23, 2015 CPT. Paula Mitchell (USA, Former)

Initial adoption on May 26, 2012 by Major Ralph W. Mitchell (USA, Retired)

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Deleted: Reviewed with no changes: May 19, 2018 LTC Pauline Ballesteros (USA, Retired)