

**BYLAWS
OF THE PUGET SOUND CHAPTER
THE MILITARY ORDER OF THE WORLD WARS**

ARTICLE 1

Name

The name of this organization shall be THE PUGET SOUND CHAPTER OF THE MILITARY ORDER OF THE WORLD WARS.

ARTICLE II

Object

The objectives of this Chapter are those listed in the Preamble to the National Constitution of The Military Order of The World Wars (MOWW).

ARTICLE III

Members

Section 1. Eligibility for and classes of membership shall be as prescribed in the National Constitution and Bylaws.

Section 2. Application for membership originating at the Chapter level shall be submitted to the Chapter Adjutant. The Chapter Staff, at the next regular meeting, or at a special meeting, shall vote on the application. Following approval, the Adjutant shall transmit the application and the appropriate payment of dues to the National Headquarters.

Section 3. Application for transfer from the National Headquarters Chapter or from another Chapter to this Chapter shall be promptly considered by the Staff and a report on acceptance or rejection made to the National Headquarters within 30 days.

Section 4. The annual dues of the Chapter shall be set by the Chapter Staff subject to approval by the Chapter.

Section 5. Regular members who fail to pay National and Chapter dues within the six-month grace period following the anniversary date shall be dropped from the rolls as Bylaws. Members so dropped will be eligible for prescribed in the National Bylaws. Members reinstatement upon payment of full dues for the current year.

ARTICLE IV

Officers

Section 1. Chapter officers shall be a Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Finance Officer, Surgeon, Chaplain, Historian, Public Affairs Officer, and Marshal.

Section 2. The annual election shall be held at the April business meeting, following the presentation of the slate, additional nominations from the floor shall be permitted. In case of more than one candidate for an office, the election for that office shall be by secret ballot. A plurality of one vote shall be required for election to any office. In case of tie, the Commander shall cast the deciding vote.

Section 3. The newly elected officers shall be installed with proper ceremony at the June meeting. All officers shall take office upon installation and will serve until their respective successors are installed.

ARTICLE V

Duties of Officers

Section 1. The Commander shall:

- a. Preside at Chapter meetings and at the Chapter Staff Meetings without vote, except when necessary to break a tie.
- b. Enforce strict observance of the National Constitution and Bylaws and of these Bylaws and perform such other duties as custom and parliamentary usage may require for which may be prescribed by the Chapter Staff.
- c. Be an ex-officio member of all committees, except the Nominating Committee.
- d. Appoint an auditor, the chairmen of all standing and ad hoc committees, fill all vacancies as they arise, and shall, with the approval of the Chapter Staff, remove from office any officer, member of the Staff, or committee chairman for neglect or improper performance of duty.
- e. In the event the Chapter decides to enter National competitions, the Commander may appoint members to prepare and submit the applications.

Section 2. The Senior and Junior Vice-Commanders shall:

- a. Assist the Commander and may be called upon, in order of precedence, to preside at Chapter meetings when the Commander is unable to attend, or when requested to do so by the Commander.
- b. Each be chairman of one of the standing committees.
- c. In the case of the Senior Vice-Commander, be the parliamentarian.

Section 3. The Adjutant shall be the executive officer to the Commander and shall:

- a. Act as secretary of the Chapter Staff and shall prepare the minutes for all Chapter Staff meetings and Chapter business meetings and conduct Chapter correspondence.
- b. Maintain a current membership list and file of pertinent data on all members, current and deceased.
- c. Receive and transmit all applications for membership and notify in writing each newly elected member of the acceptance and suggested date of induction.
- d. Maintain and publish the Annual Chapter roster.
- e. Perform such other duties as may be required.
- f. An Assistant Adjutant may be appointed as needed.

Section 4. The Finance Officer shall:

- a. Receive all dues and monies payable to the Chapter and maintain security and care of all Chapter funds.
- b. Disburse such funds as authorized by the Commander or by vote of the Staff, within the limitations prescribed by the Chapter Financial Policy by vote of the Chapter.
- c. Maintain accounts and report monthly the receipts and disbursements to the Staff and Chapter.
- d. Submit the Chapter's financial records to the auditor at the close of the fiscal year (1 July - 30 June) and at any time the office is vacated prior to the completion of the Chapter year.
- e. Chair the Finance Committee.
- f. With the assistance of the committee chairmen, prepare and submit a budget for approval to the Staff and distribute the approved budget to the members at the annual September meeting.
- g. An Assistant Finance Officer may be appointed as needed.

Section 5. The Surgeon shall:

- a. Be charged with monitoring the health and physical welfare of the members.
- b. Make appropriate reports and perform such other duties as assigned.

Section 6. The Chaplain shall:

- a. Open and close all Chapter meetings with prayer.
- b. Perform such other duties customary to his/her office.

Section 7. The Historian shall:

- a. Acquire and preserve records and artifacts of historical interest relating to the Chapter and its members.
- b. Maintain the Chapter archives for research by the members.
- c. Serve as custodian of any National or Regional awards when applicable.
- d. An Archivist may be appointed as needed to assist in the maintenance of the records.

Section 8. The Public Affairs Officer shall:

- a. Maintain liaison with the media and provide timely publicity on matters pertaining to the Chapter and MOWW.
- b. Serve as the editor of The Dispatch and as such:
 - 1) Receive, collect and edit items for print.
 - 2) Prepare final copy and submit for publication.
 - 3) Prepare and e-mail or mail The Dispatch to the Chapter members.
- c. An Assistant PAO may be appointed as needed.

Section 9. The Marshal shall:

- a. Be responsible for the placement of the National Color, Chapter Flag, and lectern with operating public address system at all Chapter meetings.
- b. Upon the request of the Commander, escort specified persons to the podium.
- c. Preserve decorum at all Chapter meetings.
- d. Take custody of all the Chapter ceremonial properties, including the National Color and the flag of the Military Order, the table decoration and be responsible for these items to be present at all Chapter meetings.

ARTICLE VI

Meetings

Section 1. Regular Chapter meetings shall be held at such times and places as the Chapter Staff shall determine. The April meeting shall be a business meeting.

Section 2. Special meetings may be called by the Commander or upon written request of five members of the Staff, or by petition signed by 1/4th of the membership. The purpose of the meeting shall be stated in the call.

Section 3. Fifteen members of the Chapter shall constitute a quorum.

Section 4. The order of business at all meetings of the Chapter shall be in accordance with the National Bylaws as applicable to the Chapter.

ARTICLE VII

Chapter Staff

Section 1. The Chapter Staff shall consist of all elected officers, the immediate past Commander, the Director of the NWYLC, the chairman of all standing committees. The Chapter members who are National Officers may serve as ex-officio members of the Staff, with vote, if they desire.

Section 2. The Chapter Staff shall act as the executive committee for the Chapter.

ARTICLE VIII

Committees

Section 1. The Nominating Committee shall:

- a. Consist of the three immediate past commanders.
- b. The Chairman shall be that member with the longest time since last serving as commander.
- c. The members shall be appointed and announced at the February meeting.
- d. They shall canvass the membership to secure candidates for the ten elected officers and shall report these nominations at the March meeting.
- e. The names of the nominees shall be published in the April Dispatch.

Section 2. Standing Committees

- a. The chairmen of all standing committees shall be appointed by the Commander, subject to the approval of the Chapter Staff.
- b. Each chairman shall appoint members to their committees, subject to approval by the Commander.
- c. A majority of each committee's members shall constitute a quorum.
- d. The Membership Committee shall:
 - 1) Be responsible for keeping the Chapter membership actively interested in procuring new members, and be alert to recruitment opportunities within the Area.
 - 2) Transmit applications to the Adjutant and submit names of applicants to the Chapter Staff.
 - 3) Continually canvass the regular members of the Chapter to secure perpetual and hereditary members.
- e. The National Security Committee shall:
 - 1) Develop and maintain a knowledgeable position on national security.
 - 2) Maintain liaison with military and quasi-military organizations to ascertain their objectives.
 - 3) Inform the Chapter Staff on actions appropriate for implementing the intent of the Preamble of the National Constitution.
- f. The Patriotic Education Committee shall:
 - 1) Maintain liaison with the schools of the community for patriotic education and provide speakers for such occasions as required.
 - 2) Participate in the youth leadership program.
 - 3) Conduct an annual Massing of the Colors ceremony honoring President George Washington.
- g. The Community Activities Committee shall:
 - 1) Monitor community activities in response to the precepts of MOWW.
 - 2) Foster participation by the Chapter in worthy community activities such as Veterans and Memorial Days.

- 3) Maintain liaison with veterans and service organizations as well as veteran hospitals and homes.
- h. The ROTC Committee shall:
- 1) Implement the Order's National and Chapter ROTC programs related to the establishment and development of an effective Reserve and Active Duty Officers Corps.
 - 2) Support the establishment of Junior and Senior ROTC units as outlined in the ROTC manual.
 - 3) Recognize outstanding ROTC cadets and participate in appropriate awards ceremonies at those institutions within the Chapter's geographic responsibilities.
- i. The Legislation Committee shall:
- 1) Maintain liaison with local and state public officials concerning pending or needed legislation keeping the Chapter members informed.
 - 2) Review National resolutions and submit recommendations to the Chapter for action.
- j. The Finance Committee shall:
- 1) Consist of the Commander, the Adjutant, and Finance Officer.
 - 2) Study the finances of the Chapter and recommend appropriate policies for raising and expending funds.
 - 3) Prior to the April business meeting make recommendations as to the annual dues.
 - 4) Ensure that the financial records have been submitted to the auditor at the close of the fiscal year.
- k. The Law and Order Committee shall:
- 1) Develop comprehensive programs to address local, state and national issues relating to law and order and to public safety.
 - 2) Liaison with the regional law establishments.

ARTICLE IX

The Northwest Youth Leadership Conference (NWYLC)

Section 1. The Puget Sound Chapter of the Military Order of the World Wars is the sponsoring organization of the NWYLC.

Section 2. The purpose of the NWYLC is to:

- a. Provide an annual leadership conference for students in the 10th and 11th grades associated with high school.
- b. Ensure that the framework of the NWYLC shall be consistent with the core curriculum established by the National Patriotic Education Committee.

Section 3. NWYLC Staff:

- a. The Director shall be a member of the Puget Sound Chapter appointed by the Commander and confirmed by the Chapter Staff for an indefinite term.

- b. An Assistant Director, who shall be a member of MOWW, may be appointed by the Director for an indefinite term with the concurrence of the Commander.
- c. A Registrar, who shall be a member of the Puget Sound Chapter, shall be appointed by the Director for an indefinite term with the concurrence of the Commander.
- d. A Historian may be appointed by the Director as needed.

Section 4. NWYLC Finances:

- a. The fiscal scope of the NWYLC shall be determined by the NWYLC Foundation in the discharge of its supporting and funding activities.
- b. Tuition for the students shall be covered by donations from corporations, organizations, activities of MOWW, and individuals.

ARTICLE X

The Northwest Youth Leadership Conference Foundation

Section 1. The NWYLC Foundation is incorporated in the state of Washington as a "not for profit" public foundation exempt from Federal income tax under Section 501 (c) (3) Internal Revenue Code.

Section 2. The Foundation, a subsidiary of the Puget Sound Chapter shall:

- a. Function under its own bylaws and be responsible for funding and support of the NWYLC.
- b. Call an annual meeting of the members of the Foundation by the President and set the date and time after coordination with the Foundation's Executive Board.
- c. Maintain communications with the Chapters of Region XV.

Section 3. NWYLC Foundation Executive Board shall:

- a. Be composed of a President, Vice President, Secretary, and Treasurer
- b. Be appointed by the Commander
- c. Conduct all business concerning the annual conference and the Foundation.

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and National Constitution and Bylaws of the Order.

ARTICLE XII

Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote, provided that the amendment has been submitted in writing to the Chapter Staff for review at a regular staff meeting and referred to the general membership at least seven days prior to the Chapter meeting at which the proposed change is to be voted upon. Advance publication in The Dispatch is preferred.

ARTICLE XIII

Dissolution of Chapter

Section 1. Upon surrender or revocation of the Chapter charter all records, books of accounts, funds and securities belonging to the Chapter shall be forwarded to National Headquarters.

Section 2. If the MOWW no longer exists, the funds are to be donated to another organization to be used for similar patriotic, educational, and charitable purposes.

Adopted, December 1982

Amended, April 1985

Amended, September 1989

Amended, September 1994

Amended, April 1995

Amended, April 2000

Amended, January 2009