

12th Cavalry Regiment Association



BY - LAWS

ARTICLE I

Membership and Dues

- Section 1. a. All persons, men or women, who have served honorably, are presently serving and who may serve in the future with the 12th Cavalry Regiment Battalions or with any unit attached thereto and who otherwise qualify shall be eligible for membership in the 12th Cavalry Regiment Association.
- b. Wives, widows, widowers and children of soldiers who were killed in action or have demised since their service in the 12th Cavalry Regiment are eligible to be Associate Members
- Section 2. Membership in the Association shall be entirely voluntary.
- Section 3. Classes of membership are as follows:
- a. Life Members shall consist of those eligible persons who pay or have paid a fee at the time of application of \$10. To receive the Crossed Sabers newsletter and the annual directory, members will pay an annual fee of \$20.
- b. Members shall consist of those eligible persons who pay the sustaining dues as set forth by the vote of the membership, based on their service in wartime, peacetime or temporary duty. No member will be carried on the roles if they are delinquent on dues over two (2) years. If a member is delinquent on dues and wishes to render payment of dues, dues in arrears will be assessed. Members who are not current on their dues shall not be allowed to vote in any election held by the Association. Membership resumes with payment of dues and will be credited from July 1st of the current year and expire June 30th of the coming year.
- c. Sustaining members are those members with voting rights who pay annual dues, the amount of which is set by the membership. No one who is not current and up to date with paying their dues may vote in any election held by the Association. Annual dues are \$20 per year.

d. Associate members are those persons who are husbands, wives, widows, widowers or children of deceased soldiers of the 12th Cavalry Regiment who lost their life in the line of duty or have since passed away after their service. Associate members have no voting rights in the elections. Annual dues for Associate members are \$20 per year.

e. Distinguished Members of the 12th Cavalry Regiment are those members who have been granted that distinction by the Chief of Armor, United States Army, for outstanding service to the Association. They have full voting rights. Annual dues for Distinguished Members of the 12th Cavalry Regiment are \$20 per year.

f. Associate members shall be those "Friends of the 12th Cavalry Regiment", who are not eligible for voting membership, but wish to support the Association by becoming Associate Members and paying an annual membership fee of \$20 per year.

Section 4. All voting members present at the annual 1st Cavalry Association reunion shall be eligible to vote on all matters which may be brought to a vote at the meeting. Any member, at any appropriate time, may submit recommendations and suggestions to the Officers on any subject pertinent to the operation of the Association or the welfare of its members.

ARTICLE II

Executive Board Composition and Powers

Section 1. a. A Board of Officers consisting of four (4) elected officers, a President, a Vice-President, a Secretary and a Treasurer, (hereafter referred to as the Board) is hereby established whom shall be vested with all the powers, privileges and duties of the Association, to be exercised on behalf of and for the benefit of the Association. In addition to the Board of Officers, an editor for the Crossed Sabers newsletter, a Webmaster and a Historian will be appointed by the Board of Officers. The President will serve a term of two (2) years. The Vice-President will serve for a term of two (2) years and then will become President and serve two (2) years. Term limits will be five years (5) for the Secretary and Treasurer. There will be no term limits on the appointed offices of Editor, Historian or Webmaster. They will serve at the discretion of the Board.

b. A quorum for a meeting of the Board shall be three quarters of the Board of Officers present and voting. Majority voting shall constitute effective Board action. In case of a tie, the vote will be submitted to the Honorary Colonel and Honorary Sergeant Major of the 12th Cavalry Regiment Association. They will cast the deciding votes that will constitute a majority decision.

c. A Board of Trustees composed of five (5) Trustees will be appointed by the Board to act as mentors and advisors to the Board. Trustees will be taken from the general membership. Their term of service will be determined by the Board.

d. An Honorary Colonel of the Regiment (HCOR) and an Honorary Sergeant Major of the Regiment (HSGMOR) will be appointed by the Board. They will act as mentors, advisors and give general advice for the day to day operations of the Association. The HCOR position will be filled by a former field grade or general officer who has served with the 12th Cavalry Regiment. The HSGMOR position will be filled by a former senior non commissioned officer who has served with the 12th Cavalry Regiment. They will serve at the discretion of the Board.

Section 2. The Board of Officers shall have the power to:

- a. Take and hold by gift, grant, devise or bequest, real and personal property in its own right or in trust for any purpose comprised in the objectives of the Association.

Section 4. The Association shall be non-political, non-partisan and non-sectarian.

ARTICLE III

Officers, Duties and Administration

Section 1. The administration and conduct of business of the Association shall be vested in a group of officers consisting of a President, a Vice President, a Secretary and a Treasurer. A Webmaster, Historian and Editor of the Crossed Sabers Newsletter will be appointed by the Officers

Section 2. The Officers of the Association shall be elected by casting an oral or secret ballot by members in good standing at the annual meeting of the Association at the 1st Cavalry Division Association and shall serve such terms as set forth in the By-Laws of the Association.

Section 3. Duties of the Officers and Appointees

Officers

- a. President –
 1. It shall be the duty of the President to preside at all meetings of the Association, to cause to be issued all notices which may be required to appoint all committees and appointees, to execute all agreements, contracts or other documents in the name of the Association, and to see that the same are properly carried into execution to discharge all executive functions of the Association, and to perform such other acts as pertain to his office, which shall not contravene any provisions of the Constitution or By-Laws enacted there under.
- b. Vice President –
 1. It shall be the duty of the Vice President to aid the President, to carry out the President's duties during his absence or disability and to perform such other duties as may be assigned by the President. In case the office of the President is vacated, the Vice-President will become the President and a new Vice President shall be

appointed by the Board. When the President's term of two (2) years is concluded, the Vice President will assume the office of President.

- c. Secretary –
 1. Publishes the 12th Cavalry news column for the 1st Cavalry Division Association, *Saber*, the official publication of the 1st Cavalry.
 2. Monitors the 1/12th and 2/12th deployments of active duty personnel to keep the general membership apprised of news, injuries, deaths and awards and decorations of active duty 12th Cavalry personnel.
 3. Maintains a liaison with the 12th Cavalry Battalions, both in garrison and deployment.
 4. Keeps proper records of all business of the Association and to keep minutes of the meetings of the officers of the Association.
 5. Interfaces, monitors and maintains communications with historical or future units of the 12th Cavalry Regiment. Administers, monitors and operates the Association's Facebook site.
- d. Treasurer –
 1. Keeps the **official** master database of all 12th Cavalry Regiment Association members. Update the master database using change of addresses, returned mailers and new and renewed membership applications received during the year. The use of the database is for keeping track of contact information of members for the Membership Directory, which is published and mailed to each member every July. The database records the expiration date of membership for all members. Another use of the database is for use as a mailing list for the Crossed Sabers newsletter and the Membership Directory.
 2. Keeps a record of physical receipts and disbursement checks for those expenses. Examples would be mailing expense, office supplies, bank charges, printing expense, paper supplies and mailing permits. Any other expense would have to be approved by the leadership.
 3. Prepares and mails the membership directory each July. The source for the directory is the master database.
 4. Sends the master database to the Crossed Sabers editor each quarter for use in mailing the newsletter.
 5. Receives new and renewal membership applications, adds them to the database and mails a welcome letter and a membership card to the new or renewing member, along with a directory of the membership.
 6. Maintains a separate Trooper Support Fund either in a separate account or at least to be able to identify the totals of each account, the general membership fund and the Trooper Support Fund. The Trooper Support Fund is used to buy Stetson hats or appropriate memorials for active duty 1st Cavalry troopers who are killed in action. A member of the Association is dispatched to each funeral to present the Stetson or appropriate memorial to the family to show our respect. The TSF is also used for morale and general welfare of active duty battalions. It can be used for the dependents when their active duty personnel were deployed or the general welfare funds for each battalion so they can have their own private events, etc.
 7. Prepares and mails Form 990 N – e-post card to the IRS by May 15th of each year. This will ensure that our tax exempt status is continued.

8. He/She will submit an annual report at the Annual Reunion and shall make such other reports as required by the Officers of the Association.

Appointees

- a. Webmaster –
 1. Maintains the website for the 12th Cavalry Regiment Association.
 2. Archives old articles and keeps the website current and up to date.
 3. Posts pictures by unit for easy access by the membership.
 4. Publishes information about current events that involve news about the general membership.
 5. Maintains security for the website.

- b. sHiHHHistorian –
 1. Keeps physical records that were obtained at cost at the National Archives, which includes unit histories and Daily Staff Journals for the 1/12th and 2/12th.
 2. Writes a historical article about either battalion in any war or peace time period, to include the early days chasing Poncho Villa, WWI, WWII, Korea or Vietnam, to go in the Crossed Sabers newsletter each quarter.
 3. Handles inquiries that have to do with relatives of men or women who were KIA serving with the 12th Cavalry, to include information about personnel who are since deceased after their service.

- c. Editor – Crossed Sabers Newsletter
 1. Prepares the newsletter based on information received from the leadership and the membership. Each newsletter should contain an article from the President and Honorary Colonel of the Regiment. It should also be a venue for any other volunteer or officer to publish important messages to the general membership. Examples of articles are: current news about the active duty battalions that we support, news about any of our membership who are honored in their local communities, awards that are conferred upon our general membership, reunions, military content cartoons and any general information that will promote the 12th Cavalry Regiment Association.
 2. Sends any changes in contact information for the membership to the database to the Treasurer that he receives.
 3. Submits expense receipts for printing, mailing, etc. to the Treasurer for reimbursement.
 4. Procures a mailing permit from his/her local post office. There is a yearly fee, plus a reduced rate for mailing expense per piece for each mailing
 5. A general rule of thumb is to use as many pictures as room permits in the newsletter.

Section 4. The By-Laws may provide for appointment of committees to assist in the administration of the Association.

Section 5. Private property of the members of the Association shall not be subject to payment of Association debts.

Section 6. The address of the Association shall be the home address of the Treasurer of the Association. He or she, as the case may be, will answer or distribute correspondence, dues received, donations and various other funds that come from sources outside of the membership to the appropriate officer or banking institution.

ARTICLE IV

Meetings

Section 1. The legislative and regulatory powers of the Association shall be vested in the general membership of the Association who shall be called to convene at least once annually at reunion or meeting.

Section 2. The time and place of such an annual meeting will be during the annual 1st Cavalry Division Association reunion that is held each year. Other meetings via Skype or telephone can be called by the Officers of the Association on an ad hoc basis to conduct Association business.

Section 3. Except under extraordinary and unusual circumstances, a reunion of all members of the Association shall be held annually at a time, date and location determined by the 1st Cavalry Division Association.

Section 4. The business meeting of the Association shall be conducted during the annual reunion and a quorum shall consist of at least ten (10) members present and voting.

Section 5. Provided a quorum is present, a majority vote of those members present and voting at an annual reunion shall constitute effective action on all matters (except By-Law changes), including election of officers for the Board. Voting may be by show of hands or by ballot, as designated by the presiding officer.

Section 6. The President may appoint a Nominating Committee to nominate persons for the offices and members of the Board. Nominations may also be made from the floor, provided the nominee has agreed to serve if elected.

Section 7. Meetings of the Board shall precede and follow the annual business meeting, the President will determine the time and place.

Section 8. ***Robert's Revised Rules of Order*** shall govern the proceedings and form the business at the Annual Reunion, except where otherwise provided in the Constitution and By-Laws.

ARTICLE V

Amendments

Section 1. This constitution may be amended by a two-thirds vote of Association members present and voting at the 1st Cavalry Division Association annual reunion meeting, provided that adequate notice (24 hours) of the proposed amendment has been furnished to the membership.

Section 2. Notice of the approved amendments will be furnished to the membership within 120 days after the annual reunion meeting in the Crossed Sabers Newsletter and will be posted on the 12th Cavalry Regiment Association website.

ARTICLE VI

Interim Administration

Section 1. Matters requiring consideration and action by the general membership of the Association for which, in the opinion of the Board, time does not permit waiting until the next annual meeting, may be submitted with full explanation and documentation to the membership through publications in the Association Newsletter or by mail. Each such notice shall clearly state the time, within which, the members must act upon the proposal in order for the response to be effective.

Section 2. A simple majority vote of the general membership of the Association responding to the notice shall be deemed effective action.

Section 3. Any decision made as a result of or based on such a poll shall be disclosed to the general membership as soon as humanly possible.

ARTICLE VII

Finances

Section 1. The Board is authorized to conduct, or cause to be conducted, fund raising drives for special purposes of the Association.

Section 2. The corpus and income of any accounts shall be used only for the payment of operating expenses incurred in the performance of the Association's desired purposes. Under no circumstances shall any of the corpuses or income of the operating fund be used for the personal benefit of any member or officer.

ARTICLE VIII

Disillusionment

Section 1. If, for any reason, the membership numbers decline or the members become too feeble or incapacitated, the membership can decide by vote to dissolve the Association.

Section 2. In case the Association is dissolved, all assets and bank accounts are to be liquidated, all outstanding accounts payable are to be paid and the net cash is to be donated to Scholarship Fund of the Foundation of the 1st Cavalry Division Association, tax ID 23-7016417 within sixty (60) days of the Association being dissolved. The money should be sent to Foundation of the 1st Cavalry Division Association, 302 N. Main St., Copperas Cove, TX 76522-1703.

IN WITNESS THEREOF, we have approved and subscribed our names to this eight (8) page document on June 8, 2013.

President

Vice President

Secretary

Treasurer