

**17th Artillery Regiment Association  
BY-LAWS**



**In time of peace prepare for war**



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**ARTICLE I**  
**Membership**

Section 1. Membership shall be voluntary.

Section 2. **Classes of Membership**

a. **Regular Members** All persons who served honorably with the Regiment, or who presently serve, are automatically considered regular members of the association for life. Regular members are classified as follows:

(1) **Active Life Members** This class consists of those Regular Members in good standing who have paid the initiation fee and a lifetime dues amount as stipulated by the Board of Directors and approved by the voting membership in a general membership meeting. Active Life Members are entitled to full voting rights.

(2) **Active Annual Members** This class consists of those Regular Members in good standing who have paid the initiation fee and the current year's dues in an amount stipulated by the Board and approved by the general membership in a general membership meeting. Active Annual Members shall be entitled to full voting rights.

(3) **Inactive Members** This category consists of those Regular Members whose annual dues have not been paid for the current year. This class also includes those who have not been made aware of the Association's existence and those who may choose, for whatever reason(s), not to participate as an Active Member. Inactive Members do not have voting rights.

b. **Associate Members** This category consists of those individuals who have never served with the Regiment but who have served the interests of the Regiment and/or Association in some significant manner and have sought to actively participate in the association's affairs. Associate Members shall pay dues in the amount stipulated by the Board and approved by the general membership at a general membership meeting. Associate Members in good standing shall have voting rights.

c. **Honorary Members** This class of membership consists of individuals who may or may not have served with the Regiment but who, in any case, have served the interests of the Regiment or Association in some significant way. As a result of such service, by act of the Board, they are appointed to a non-dues-paying membership in the Association. Honorary membership will be used at the discretion of the board to recognize individuals such as those who were associated with former members of the Regiment and/or Association (e.g., widowed spouse or child of a deceased member) or because of their status as a certifiably one hundred percent (100%) disabled veteran or because of their status as commanders of associated military units of the Regiment. Honorary Members shall not have voting rights.

Section 3. - If otherwise eligible, a person may belong to one or more classes of membership.

Section 4. **Termination of Suspension of Membership**

Membership may be terminated or suspended as determined by the Board of Directors for any act or cause which the Board judges to be contrary to the objectives, or the well being of the Association, or for any action or behavior that tends to discredit the association. Membership shall automatically terminate upon separation from active U.S. Army service under other than honorable conditions.

**ARTICLE II**  
**Organization, Officials, Powers, and Responsibilities**

Section 1. **General**

The ultimate source of authority for all matters relating to the association rests with the membership. Specific limited authority and powers shall be delegated to various Association Officers. Where such specific delegation has not been granted, authority remains with the general membership. The elected officials will constitute the Association's Board of Directors and shall conduct the business of the association between biennial meetings of the general membership. Election of Association Officers shall be by the voting membership at the general membership meeting conducted during the annual reunion.

Section 2. **Board Members**

The Board of Directors, hereinafter referred to as the "Board" is hereby established and shall consist of the following elected Officers:

- a. **President.** Shall be elected for a two-year term. Shall not hold consecutive terms in the same position nor be re-elected to the same position at a later date. (See Amendment 1, dated 11 October 2003)
- b. **1st Vice President.** Shall be elected for a two-year term. May hold consecutive terms of office in any office except as prohibited in Section 2. a., above.
- c. **2nd Vice President.** Shall be elected for a two-year term. May hold consecutive terms of office in any office except as prohibited in Section 2. a., above.
- d. **Secretary.** Shall be elected for a four-year term. May hold consecutive terms of office in any office except as prohibited in Section 2. a., above.
- e. **Treasurer.** Shall be elected for a four year term. May hold consecutive terms of office in any office except as prohibited in Section 2. a., above.
- f. **Most Recent Past President.** By virtue of previous election as Association President, will automatically become a board member for an additional two-year term following completion of a term as President.

Section 3. **Board Powers and Authority**

a. Provided a quorum of the board is duly convened, a simple majority vote thereof shall constitute effective action. All elected Officers of the board shall have one vote of equal weight in all proceedings requiring a vote.

b. The Board shall have the power to:

(1) Take and hold by gift, grant, devise or bequest any real and/or personal in its own right or in trust for any purpose consistent with the purpose and objectives of the Association.

(2) Buy, sell, mortgage, let or otherwise use or dispose of its property, as deemed in the best interest of the Association.

(3) Engage in any lawful activity consistent with the purpose and objectives of the Association.

(4) Appoint and remove such additional, non elected officers, as may be necessary to efficiently perform functions of the Association.

(5) Take any and all action as may be necessary and proper to carry out the purpose and objectives of the Association.

c. All actions of the Board shall be reported to and the subject of review of the general membership at the next biennial meeting.

#### Section 4. **Board and Board Officer Duties**

##### a. **Board of Directors**

(1) Maintain and enforce the constitution and By-laws of the Association.

(2) Establish, by consensus, all policies and regulations of the Association.

(3) Meet on an annual basis in conjunction with and preliminary to the general membership meeting and at such other times at the call of, and coordinated by, the president of the association.

(4) Review all financial records and accounts before the annual meeting and prepare a financial report for the general membership's approval and acceptance.

##### b. **President**

(1) Manage the affairs of the association as chief executive thereof.

(2) Preside at and act as chairman at meetings of the board except as provided in the Association's Constitution in Article V., Section 2., paragraph c.

(3) Implement the policies of the board.

(4) Act as the contracting officer for the execution of such contracts and agreements as have been authorized by the Board.

(5) Appoint such persons and committees, also delegate such authority thereto, either temporarily or for the term of his office, as is necessary to accomplish the approved objectives of the Association.

(6) Appoint interim Officers and members of the Board to fill circumstantial vacancies until the next general meeting.

(7) Responsibly act in an emergency without the specific permission or concurrence of the Board. All such actions must be subsequently approved or disapproved by the Board.

(8) Except when necessary to break a tie, the President will not vote on any issues before the Board.

c. **1st Vice President**

(1) Act as President when the President is absent, call any meeting of the Association to order and preside over the proceedings.

(2) Carry out the duties and responsibilities as delegated by the President.

(3) Monitor and coordinate the duties and activities of the other Officers and

d. **2nd Vice President**

(1) Carry out the duties and responsibilities as delegated by the President.

(2) In the absence of the President and 1st Vice President, call any meeting of the Association to order and preside over the proceedings.

e. **Secretary**

(1) Prepare all Association correspondence not otherwise directed by the President.

(2) Attend meetings of the board and maintain a record of the proceedings. Such record, or minutes, shall be approved in final form by vote of the Board.

(3) Attend general meetings of the Association and maintain a record of the proceedings. Such record, or minutes, shall be approved in final form by vote of the membership.

(4) Maintain files of all non financial business of the Association to include, but not be limited to, committee reports, official membership rolls, special administrative procedures, copies of Association awards, citations, and copies of programs for general membership meetings, etc

(5) Call the roll at Association Board and general membership meetings.

(6) Make copies of minutes available to Association active members upon request.

(7) Notify Officers, committee members, and delegates of their election or appointment.

(8) Furnish Officers and committees with Association documents necessary to the performance of their duties.

(9) Coordinate publication of an Association newsletter at no less frequent interval than 6 months.

(10) Have on hand at all meetings a list of existing committees and their members.

(11) Maintain record books in which the Association's Constitution, By-Laws, special rules of order, minutes, standing operating procedures, and other important documents are entered with amendments to these documents properly recorded. Make such current record books available for consultation at all Association meetings.

(12) Before each Association meeting, prepare an order of business for the use of the presiding Association Officer, showing in the correct order under the correct headings, all matters known in advance due to arise during the meeting and, if applicable, the times for which they are set and apportioned for discussion.

(13) In the absence of the President and Vice Presidents, call the Association meeting to order and preside until the election of a chairman pro tempore.

f. **Treasurer**

(1) Retain safe custody of all financial assets of the Association.

(2) Receive all Association monies and securities, depositing same in a depository approved by the Board.

(3) Maintain current accounts of all funds, investments, and property of the Association.

(4) Disburse funds as prescribed by these By-laws and all applicable standard operating procedures of the Association.

(5) Pay those invoices authorized by the Board.

(6) Receive Payment of dues and fees and maintain a current record of each member's account. Forward a report of Member accounts delinquent by more than 90 days to the President.

(7) Maintain an accurate record of all Association receipts and disbursements for review and inspection by the Board Officers at all Board meetings or upon request of the Board at any time.

(8) Prepare a comprehensive annual financial report with detailed documentation of Association financial records for Board review, audit, and approval. Such approved report shall be published in the next issue of the Association newsletter and at annual meeting shall be submitted to the general membership for approval.

(9) Propose an annual budget for the approval of the Board and for presentation to the general membership meeting.

(10) Whenever financial reserves of the Association first equal or exceed \$15,000.00, seek personal bonding for the Treasurer at the expense of the Association in favor of the Association by a surety company approved for acceptance of bonds by the treasurer of the United States.

(11) Maintain a petty cash fund of not more than \$200.00 and record all payments from fund on petty cash vouchers. Make no payments in cash other than those paid from the petty cash fund.

(12) Under no circumstances dispense or use Association funds for personal reasons, nor commingle Association funds with personal accounts or other non Association funds under the Treasurer's personal control.

a. **General**

With Board approval, the President may appoint additional Officers, Committees, and Councils of the Association for any purpose, which will assist in the administration of Association business. The term of such appointment shall be at the discretion of the President but in no instance exceed the period until the next general membership meeting. Appointed Officers, members of Committees or Councils may be invited to attend Board proceedings and meetings in an advisory capacity but shall have no vote in any matter before the Board.

b. **Appointed Officers**

(1) The President, with Board assent, may make appointments such as, but not limited to, Judge Advocate, Program Director, Chaplain, Parliamentarian, Quartermaster, Historian, etc. Appointed individuals may hold more than one appointed office. Elected Officers may serve in additional roles as appointed Officers provided that there is not a conflict of interest created by the appointment.

(2) Authority, duties and responsibilities of appointed Officers shall be delineated by the President upon making such appointment. However, in general, appointed Officers shall follow Robert's Rules of Order as a guide to their responsibilities and conduct where not specifically detailed by the President's appointment instructions. Examples of such roles and duties may include the following.

**Chaplain**

1. Will recite or lead an invocation or benediction at the opening or closing of general membership meetings or other events, as appropriate.
2. Conduct and/or organize memorial services at Association meetings.
3. Act, in coordination with the Associations secretary, as a focal point of information concerning the demise of members. Will convey the condolences of the Association and present such memorabilia to the survivor(s) as appropriate and authorized by the Board.

**Historian**

1. Research the history of the Regiment and the Association, and maintain a current account of their respective activities. Collect and collate pertinent information and

memorabilia and as practical and suitable for the circumstances, place such items as appropriate on display at the annual general membership meeting.

2. Contribute articles to the Association's semi annual newsletter containing, as possible items of historical interest to the general membership.

### **Quartermaster**

1. As authorized by the board, shall purchase, maintain, and sell to the general membership memorabilia associated with the Association and the Regiment. Funds for this activity will be issued by the treasurer in the amount approved by the Board. All Profits from such sales will be provided to the treasurer each month.

2. The quartermaster will maintain current records of purchases, sales, profits, mailing cost (packaging and postage), and inventory. These records will be available for review by the Board and the treasurer. They must be submitted to the treasurer in sufficient time for him to include the relevant portion of these records in the annual financial report to the Board.

### **Parliamentarian**

1. The Parliamentarian must be completely familiar with the contents of the Association's Constitution and By-Laws..

2. The role of the parliamentarian is purely advisory. Parliamentary law gives the presiding officer alone the power to rule on questions of order and procedure.

3. Advise the President and other officers, committees, and members on parliamentary procedure.

4. May assist in the planning and steering of business to be introduced at any meeting of the Association or its associated committees.

5. May unobtrusively call to the attention of the presiding officer, at any Association meeting, any error in proceedings that may effect the substantive rights of any member or may otherwise harm the interests of the Association.

6. Must be familiar with Robert's Rules of Order as it pertains to the conduct of meetings, programs, and the formulations of agendas.

### **Judge Advocate**

1. Shall provide the officers and members of the Association's governing body and its associated committees with advice on legal matters as they may affect the activities or rulings of these organizations.

2. The judge advocate may offer advice or he may choose not to do so, as he deems appropriate, based on the subject matter or the circumstances. Advice sought by the Association may include, but is not limited, to the following:

Filing for incorporation

Filing for category 501(c) (3) non profit status

Legal rights of Association members

Legality of various contemplated rulings, activities, and written or oral statements.

**Programs Director** (See Robert's Rules of Order)

1. Plans and submits the proposed schedule of meetings, proceedings, and special events of the annual meeting (general membership meeting). This program may include, throughout the meeting, a series of addresses, forums, workshops, exhibits, tours, ect., designed for membership education, training, entertainment.

2. With the approval of the Board, will engage outside speakers or entertainers. Will work out of order of business allotting proper amounts of time for each item on the program, and will make all necessary arrangements for the same.

3. The general Membership meeting may be divided into two parts. The first shall consist of the business meeting and shall give the time and place of such meeting, hour of the call to order, adjournment, and any scheduled recesses. The second part shall consist of the entertainment portion of the general membership meeting, and if so desired, a separate meeting which may consist of subjects in "4" below.

4. The overall program should cover all aspects of the Association's work and commitments and will review the period since the last general membership meeting and anticipate the course and nature of the Association's activities until the next general membership meeting.

5. All plans from the Program Director must be approved by the Board.

6. The Program Director will recruit the members of the Program Committee from the general membership. Members of the Program Committee must be approved by the President.

c. **Committees**

(1) **Standing Committees.** These committees will be proposed by the President and approved by the Board to perform a continuing function for the term of the Board. Appointees will continue to perform their duties until their successors are appointed.

(2) **Special Committees.** These committees may be appointed, as the need exists, to accomplish specific functions, at the completion of which, after a final report to the President, they shall cease to exist. Special committees can include, but are not limited to hearings (receipt of complaints), legal, finance, membership, fund raising and reunion planning.

d. **Councils**

(1) **Advisory Council.** The President may appoint an advisory council, consisting of persons whose counsel is sought on matters concerning the association. The members of the Advisory Council are not required to be Life Members of the association, unless they are otherwise eligible for membership. The Advisory Council shall consist of the following:



The **chairman** of the Council as designated by the President of the Association;

A **representative** of the **Regiment**, as desired and available to serve;

The **Honorary Colonel of the Regiment**;

The **Honorary Sergeant Major of the Regiment**;

**Distinguished persons** who agree to serve in the best interest of the Association.

#### Section 6. **Nominating Committee.**

The President of the Association shall appoint a nominating committee which shall include a designated chairman. The nominating committee shall select and submit a slate of eligible candidates to the general membership for all elected offices. This slate shall also include any eligible candidates nominated and seconded from the floor of the General Membership Meeting. This committee may also select and recommend to the President of the Association candidates to fill positions which are appointed by the President of the association.

#### Section 7. **Continued Tenure.**

If an annual reunion does not occur in any given year, all officers, Board members, will continue to serve in their respective offices until the next reunion.

#### Section 8. **Re-elections.**

Nothing in these by-laws, except that which is specifically stated, shall be construed to prevent the re-election of any person to be an officer or member of the Association, Board, or Executive Committee.

#### Section 9. **Vacancies in Elected Offices.**

If, for any reason, the President of the Association shall become unable, or ineligible, to further serve in that capacity it will be the duty of the Board to select and appoint a new President for the unexpired term of one of the two Vice-presidents then holding office. Such appointment will be made with due consideration to the appointee's ability to serve in the capacity as President. Vacancies, for any reason, in any elected office other than the Presidency or an appointed member will be filled by an appointment made by the President of the Association. Such an appointee shall hold office for the unexpired term of the absent, elected or appointed person.

#### Section 10. **Honorary Colonel of the Regiment (HCOR) and Honorary Sergeant Major of the Regiment (HSGMOR)**

a. The positions are established by the active U.S. Army. Occupants of these positions are selected and appointed by the Commanding General of the Field Artillery Center and Fort Sill, Oklahoma.

b. Any member of the Association may submit the name of a candidate for selection to either or both of these positions to the secretary of the Association for further submission for approval to the Commanding Officer, 17th Field Artillery, Fort Sill, Oklahoma who in turn

will submit them for final approval to the Commanding General, the Field Artillery Center and Fort Sill, Fort Sill, Oklahoma. (Procedures for nominating candidates to fill these two positions will be filed with the Secretary of the Association.)

c. Occupants of these positions may not hold elected office in the Association, Board, or Executive Committee, nor may they hold any appointed position other than as members of the Advisory Council.

### **ARTICLE III** **Financial Administration**

#### **Section 1. Fiscal Year**

The fiscal year for the Association will be 1 January through 31 December each year.

#### **Section 2. Annual Dues**

Membership dues will be (\$20.00) per year receivable on or before 31 November of the current fiscal year.

### **ARTICLE IV** **Agenda, Business Meeting**

#### **Section 1. Agenda**

The President of the Association will prepare an agenda for each annual, general membership meeting.

#### **Section 2. Consideration of the following agenda is suggested:**

- (1) Call to order (to include the time)
- (2) Pledge of Allegiance
- (3) Invocation
- (4) Roll call of the Board of Directors
- (5) Presentation and acceptance of the minutes of the previous general membership meeting
- (6) Discussion of correspondence
- (7) Reports of standing and special committees
- (8) Old business
- (9) Election of new officers and Board members
- (10) Installation of new officers and Board members

(11) Matters for the good of order and any new business (persons wishing to address the Board of directors)

(12) Benediction

(13) Adjournment (to include time)

### Section 3 **Duration of Sessions**

No session should exceed fifty minutes duration and may be divided into more than one session, unless the membership wish it otherwise.

## **ARTICLE V** **Reunions**

Section 1. - **Annual Meetings.** Except under extraordinary circumstances, a reunion of all members of the association shall be held every year at a time, date, and location to be recommended by the Board, and decided at least eight months in advance by the members of the association in open meeting. At this time suggestions as to the time, date and location of the reunion, may be made by any member of the association in open meeting and, if accepted by the members of the Association, such suggestion shall determine the time, date, and location of that reunion.

Section 2. - **Notice of Annual Reunion/Meeting.** A brief statement of the time, date, and location of the next reunion and/or general membership meeting shall be included in each newsletter published during the eight months preceding the scheduled reunion/meeting.

Section 3. - **Added (Amendment 2) Banning Concealed Weapons at Reunions, Meetings and Functions.** All concealed weapons are banned from reunions, meetings and functions held by the Association. Any member, veteran or guest found in possession of a concealed weapon will be asked to leave until such time they are no longer in possession of a concealed weapon. Members who continue to violate the ban on concealed weapons at reunions, meetings or functions of the Association will be considered by the Board of Directors for termination or suspension of membership in accordance with the Article 1 (Membership), Section 4. (Termination or Suspension of Membership). Any veteran or guest who continues to violate the ban on concealed weapons will be banned from attending any reunions, meetings and functions held by the Association.

## **ARTICLE VI** **Meetings**

Section 1. - **General Membership Meeting.** The general membership meeting of the Association shall be conducted during the annual reunion.

Section 2. - **Board Meeting.** The Board will meet not less frequently than on an annual basis in conjunction with, and preliminary to the general membership meeting. The Board may also meet at additional times at the call of, and coordinated by, the President of the Association.

Section 3. - **Notice of a Meeting.** Notice of the time and place of every meeting of the Board shall be made not less than five (5) days before the scheduled meeting. Meetings of the Board may be held at any time without notice, if all the members are present, or if, at any time before or after the meeting, those not present waive notice of the meeting in writing.

Section 4. - **Robert's Rules of Order,** shall govern procedures and forum of business at all Association meetings, except as otherwise provided by the Association's Constitution or these By-laws.

## **ARTICLE VII** **Quorum**

Section 1. - **General membership.** A quorum of the **general membership** shall consist of at least fifteen (15) voting members of the Association assembled during the general membership meeting at a biennial reunion.

Section 2. - **Board of Directors.** A quorum of the **Board** shall consist of four (4) members of the Board, meeting together, consulting by mail, or electronic means.

Section 3. - **Effective Action.** Provided a quorum is present, a majority vote of those present and voting shall constitute effective action on all matters, including amendments to the constitution and by-laws.

## **ARTICLE VIII** **Amendments**

Provided a quorum is present, this Constitution and/or these By-laws may be amended, repealed, or suspended by a two-thirds (2/3) vote of the voting membership at the general membership meeting at a biennial meeting. The date of such amendments to the by-laws shall be posted under **ARTICLE XII, Construction,** at the close of these By-laws.

## **ARTICLE IX** **Finances**

Section 1. - Except for the applicable annual dues, as approved by the membership, no assessments shall be levied against members of the Association. Voluntary contributions, submitted to the treasurer, may be accepted.

Section 2. - The Board is authorized to conduct fund-raising activities consistent with the purpose and objectives of the Association and as permitted by the constitution and by-laws.

Section 3. - Association finances shall be used only for the payment of operational expenses incurred in the performance of the Association's purpose and objectives. Association funds shall not be used for the personal benefit of any member or officer, except as provided by ARTICLE II, Section 4., f., 10.

**ARTICLE X**  
**Acceptance**

These By-laws of the 17th Field Artillery Regiment Association were approved by a majority of the voting membership at the General Membership Meeting on the 10th day of November 1999.

IN WITNESS WHERE OF, we have hereunto subscribed our names on the dates indicated beside each name.

(typed name, signature, date signed)

Webster Cole	<u>Webster Cole</u>	<u>15 Dec, 1999</u>
Neal Fouts	<u>Neal Fouts</u>	<u>23 Dec, 1999</u>
Paul Fusco	<u>Paul D. Fusco</u>	<u>03 January, 2000</u>
Rodivico Guerrero	<u>Rodivico Guerrero</u>	<u>16 Feb 2000</u>
Avery W. Hall	<u>Avery W. Hall</u>	<u>9 March 2000</u>
Donnie Hays	<u>Donnie Hays</u>	<u>28 Dec 1999</u>
Norman R. Jones	<u>Norman R. Jones</u>	<u>12 Dec 1999</u>
John J. Picciolo	<u>John J. Picciolo</u>	<u>24 Jan 2000</u>
Albert M. Ryan	<u>Albert M. Ryan</u>	<u>1/19/2000</u>
Rich Siebe	<u>Rich Siebe</u>	<u>2 Feb 2000</u>
Mckinley Smith	<u>Mckinley Smith</u>	<u>31 Jan 2000</u>
Thomas Vernor	<u>Thomas Vernor</u>	<u>11 Feb 00</u>
Terry Wallace	<u>Terry Wallace</u>	<u>23 Dec 1999</u>

**ARTICLE XI**  
**Construction**

**Amendment to the 17<sup>th</sup> Artillery Regiment's By Laws:**

At the General Membership Meeting (2003 Reunion) held 9 AM, 11 October 2003 at the Red Lion Inn, Lawton, Oklahoma. The voting members at the general membership meeting present voted to amend the 17<sup>th</sup> Artillery Regiment Association's By Laws.

The By Laws were amended to read:

Article II, (Organization, Officials, Powers, and Responsibilities), Section 2 (Board Members), Paragraph a (President) to read:

a. **President.** Shall be elected for a two-year period. Shall not hold consecutive terms in the same position. But may be re-elected to the same position at a later date.

Amendment was in accordance with Article VII (Quorum) and Article VIII (Amendments, with 100% of the voting members present at the general membership meeting voting to the above stated amendment.

The amendment of 11 October 2003 was posted under Article XI (Construction) at the close of the By Laws.

**Amendment 2 to the 17<sup>th</sup> Artillery Regiment Association's By Laws**

The Board Members voted unanimously by electronic means (Via E-Mail) to amend the 17<sup>th</sup> Artillery Regiment Association's By Laws. There are concerns for the safety, of its members, from individuals who carry concealed weapons. Since, alcohol is available in our hospitality room and during the annual banquet; plus some veterans with PTSD in attendance who are not supposed to be around weapons.

The By Laws, Article V (Reunions) was amended by adding Section 3, to Article V (Reunions).

Section 3. **Banning Concealed Weapons at Reunions, Meetings and Functions.** All concealed weapons are banned from reunions, meetings and functions held by the Association. Any member, veteran or guest found in possession of a concealed weapon will be asked to leave until such time they are no longer in possession of a concealed weapon. Members who continue to violate the ban on concealed weapons at reunions, meetings or functions of the Association will be considered by the Board of Directors for termination or suspension of membership in accordance with the Article I (Membership), Section 4. (Termination or Suspension of Membership). Any veteran or guest who continues to violate the ban on concealed weapons will be banned from attending any reunions, meetings and functions held by the Association.

The amendment of January 25, 2015, was posted under Article XI (Construction) at the close of By Laws