

31st Infantry Regiment Association
General Membership – Business Meeting
Saturday 21 August 2010 10:00 am – Grand Ball Room
Atlantis Resort and Casino, Reno NV

Welcome to our 2011 General Business meeting

Our format for the meeting this year is a little different and we hope you will appreciate the changes implemented.

As you entered the meeting room, you were checked in and given a package containing the meeting agenda and all attachments. We have a number of items to present and discuss seeking your approval and thought it would ease the process if you were afforded some time in advance to review our agenda items. Our meeting will start at 10:30.

During the check-in process all voting members were also given a blue voting card. We ask that you use this card to exercise your vote. This year we elect to use a show of voting cards as opposed to a verbal voting process.

We would also ask that during the Slate of Officers agenda item, your voting card be used for all nominations and seconds of the process.

If perhaps you just completed your application for membership in the Association during this reunion and did not receive a voting card, please return to the check in desk so that we can rectify the error. Our membership list was validated just prior to the start of the reunion and updated as we were made aware of new members.

Our Regional Directors; Noah Halfacre, Bill Owen, John “Pops” McNichols, and David Wilson along with Chuck McCammon, Vice-Commander and SGT-at-Arms pro tem will oversee the voting process and validate the blue voting cards raised.

We thank you for your participation in the 2010 -31st Infantry Regiment Association Reunion and General Business meeting.

Charlie Tapp
31st Infantry Regiment Association Commander

31st Infantry Regiment Association
General Membership – Business Meeting
Saturday 21 August 2010 10:30 am – Grand Ball Room
Atlantis Resort and Casino, Reno NV

Agenda

Posting of the Colors

1. Opening Remarks - Charlie Tapp
2. Prior Minutes – **Attachment A**
3. Memorial Monument and Pavers Update – Sam Wetzel
- Memorial Dedication Planning Committee: Bill Burns, John Cornelson, Ron Corson, Dale Mills and Sam Wetzel.
4. Memorial Fund Drive – Ron Corson
5. Future Reunions –
 - 2011 – Ft Benning, Columbus Georgia Dedication of the 31st Infantry Regiment Association Monument and Walk of Honor Pavers of the 31st Infantry Regiment Medal of Honor Recipients, see **Attachment B** for general description of events
 - 2012 – Washington DC – Karl Lowe, Reunion Coordinator.
 - 2013 – Dayton OH – John and Debbie Howdeshelt, Reunion Coordinators
 - 2014 – Request for Host Location –Midwest or West location

Call for volunteers – host location and local Reunion Coordinator
6. Treasurer’s Report – Joe DeAngelis **Attachment C**
7. 2010 Slate of Officers – **Attachment D**
 - Regional Director Mid West – nominations and election
 - Quartermaster – Dale Mills appointed AUG 2010
 - Sgt-at-Arms – John Howdeshelt appointed AUG 2010
 - Adjutant – appointed position – call for volunteers
 - Counsel – appointed position – call for volunteers
 - Reunion Committee (Local) Fort Benning 2011 – Dale Mills volunteered
 - Reunion Committee (Local) Washington DC 2012 – Ron Corson, Bill Owen volunteered

8. By-Laws - **Attachment E**

- During the past year; the Board of Directors and Officers have reviewed the Bylaws of the Association to ensure that they are an accurate reflection of how this organization is conducting business. Attached you will find the revised Bylaws for your acceptance.

9. Constitution - **Attachment F**

- During the past year; the Board of Directors and Officers have reviewed the Constitution of the Association to ensure that they are an accurate reflection of how this organization is conducting business. Attached you will find the revised Bylaws for your acceptance.

10. New Business

11. Adjourn

ATTACHMENT A

31st Infantry Regiment Association Annual General Membership Meeting August 29, 2009

The meeting was called to order by Commander, Col (Ret) John (Ron) Corson at 10:00 a.m.

Opening Remarks

Commander Corson welcomed everyone to the 2009 General Membership Meeting. He stated that when he was elected Commander he was given a gavel to call the meeting to order although he never had the block of wood on which to bang his gavel, he finally got that block of wood and now here at the meeting he left both the gavel and the block of wood back in his room.

There will be a few additions under New Business that are not included on the agenda.

Minutes of the Last General Membership Meeting

Due to confusion the minutes of the last meeting were not available for distribution at the meeting. The minutes were published on the website immediately after last year's annual meeting. An apology was extended for this oversight.

Motion was made by Dale Mills to accept the minutes as written, seconded and approved by the body.

The 2008 minutes are posted on the website and can be viewed at this url:

http://31stinfantry.org/annual_meeting_minutes.htm

Treasurer's Report

The Treasurer's Report was distributed at the meeting. (See attachment # 1)

The Treasurer's report states assets of \$70,002.12, liabilities and equity of \$59,641.56, retained earnings and net income of \$12,668.23. The Association remains solvent.

Old Business

- **Status of the 31st Infantry Regiment Memorial**

Commander Corson reported that the Memorial Monument is well underway. The base of the monument will be polished black granite. Last year discussion was held to

investigate Bloodstone for the base of the monument. The Bloodstone was found to be only available in India and at a cost that would prohibit its use for our monument.

The Polar Bear will be sculpted of white granite and approximately 28” – 32” in height. (See attachment # 2)

Of the contract for the monument \$15,000 has already been paid to Columbus Memorial Company. The monument will be completed early next year. The monument site has not yet been determined. Gen Wetzel will oversee the site when the time comes. Our monument is 1 of 15 that have been approved for the Walk of Honor.

The cost of \$32,200 does not include the sub-base on which the black granite base will set. The sub-base will be at the discretion of the Infantry Museum and is expected to cost an additional \$1500.00 to \$2000.00

- **Proposed wording of the two Bronze Plaques planned for the Memorial**

Commander Corson advised the body that there will be two 20”x16” bronze cast plaques on opposing sides of the monument. The verbiage for the plaques was displayed for review by the membership.

The first plaque depicts the Major Actions in which the 31st Infantry Regiment has participated in. The body approved the plaque as shown with the following changes to be Made:

- Korea DMZ should read from 1953-1987
- Vietnam should read 1966-1971

(See attachment #3)

The second plaque gives a brief explanation of why we are Polar Bears. A comment was made that the wording did not use the words: “Infantry or Infantry Regiment”. A discussion followed that centered on whether or not the plaque should read 31st Infantry or 31st Infantry Regiment. The plaque was approved with the addition of “Infantry Regiment” to the verbiage. (See attachment #4)

- **Confirmation of the Reunion Schedule 2010-2014**

Commander Corson introduced Tim Miller (6-31st, D Co) the 2010 Reunion Coordinator.

Tim presented an overview of the 2010 Reno Reunion scheduled for 19-22 of August. The reunion will be held in the 5 star Atlantis Hotel and Casino. Seven star rated restaurants are located on the hotel property offering a wide variety of meal choices. The hotel will honor the \$100.00 per night group rate for a period of one week before and one week after the reunion dates.

There are campgrounds available in the near vicinity for those wishing to use that type of accommodation and Tim will gladly provide information regarding the campgrounds to anyone that contacts him regarding the same.

Optional events include a Dinner Boat Cruise of Lake Tahoe on Thursday evening. A tour of Carson City, Genoa and Virginia City is scheduled for Friday during the day. Saturday the hotel will host a Classic Car Show in which you will be able to vote on your favorite classic car.

Transportation from Reno Airport, Reno bus terminals and Reno train station will be provided by the hotel at no cost to participants, eliminating the need for a rental car. For those choosing to drive or rent a vehicle there is parking available at no cost.

Commander Corson thanked Tim for the overview.

2011 Reunion is scheduled for Fort Benning, Columbus GA with Gen Wetzel as the Reunion Coordinator. This reunion will coincide with the dedication of our 31st Infantry Regiment Association Memorial Monument.

2012 Reunion – the board of directors of the Association has proposed Washington DC as the reunion location. Karl Lowe has agreed to be the Reunion Coordinator although he will need assistance from those in the greater DC area. The logistics of a reunion in Washington DC will be an effort to plan for a sizable reunion and the intent is to find a hotel outside the city with easy access to the metro system for transportation.

2013 Reunion – Dayton OH was proposed as the location for the 2013 Reunion and could include a tour of the Wright Patterson AFB Museum. Note: John Howdeshelt had offered to Association leadership to volunteer to be Reunion Coordinator if Dayton was selected as the site for the reunion. The final decision on the location of the 2013 Reunion was to be resolved at the next membership meeting

A question from the floor was raised as to the timing of the reunion and the feasibility of moving the reunion to a fall time period. Commander Corson responded that one of the reasons is the ease of a late summer reunion for attendees especially those in the education field. The lower cost of travel and hotel accommodations and reduced traffic in city areas also plays a part in the decision of late summer reunions. Karl Lowe then stated that August 13th is the anniversary of the birth of the Polar Bear, the activation of the Regiment and therefore we try to hold the reunion as close to the 13th of August as possible.

- **Establishment of a Fund Raising Campaign for the Memorial**

Commander Corson reported that the establishment of a fund raiser to support the Memorial Monument as suggested last year will be acted on. The intent is a one year effort with a central mailing requesting small donations to subsidize the purchase of the

monument as well as to provide a source of funding for future maintenance of the monument itself.

Louis Dominguez was appointed to be the Campaign Fund Raiser under the direction of Commander Corson.

A motion was made by Grady Smith to initiate the fund raising activities. The motion was seconded and approved by the membership body.

New Business

- **Walk of Honor Memorial Pavers**

General and Mrs. Wetzel addressed the membership regarding purchasing a paver for the Walk of Honor Memorial Wall. The pavers are available at a cost of \$250.00 each and can be inscribed with any wording you desire. General Wetzel had his paver for viewing as well as the commemorative miniature that you receive when you purchase a paver. Order forms are available on the registration table.

John Howdeshelt stated that his family purchased a paver in his name, and they used the online ordering system which is very easy to use. He also has received his commemorative miniature of the paver.

Commander Corson stated that the Board of Directors heard and supported a proposal made by Noah Halfacre to purchase five pavers to honor the 31st Infantry Regiments Medal of Honor recipients.

Noah stated in fact there are seven pavers needed not five. The miniatures of the pavers would be given to the families of those honored by the pavers.

A motion was made by Jerry Carlson to purchase the seven pavers for the Medal of Honor recipients at a cost to the Association of \$1750.00. The motion was seconded by Floyd Bennett. A question from the floor relative to whether or not a paver would be purchased for those men that served with the 31st however earned their Medal of Honor while assigned to another unit. Noah replied the reason for the change from five to seven pavers, so all would be included.

Hearing no other discussion the motion was passed by the membership body.

Vin Zike requested approval from the membership to process the Shanghai cup for the current CSM Ben Jones of the 4-31. This questioned was not posed as an item needing vote as that was determined at an earlier time that all Commanders and CSMs of the unit receive a replica Shanghai cup to be included with the bowl. Vin received an affirmative to proceed with the engraving of the cup for CSM Ben Jones.

A question was raised as to whether or not we should consider purchasing Shanghai cups for the Medal of Honor recipients as well. Commander Corson responded that he would entertain a formal proposal under Old Business at the next annual meeting.

- **Nomination and Election of Officers**

Commander Corson stated that there is a slate of officers for election at this time and apologized for not having a formal ballot for the election process. The positions open for this election are as follows: Commander, Vice-Commander, Treasurer, Quartermaster, and Regional Directors of the Great Lakes, Mid-west, and West. Commander Corson opened the floor for nominations.

Karl Lowe nominated Charlie Tapp 6-31 D Company for Commander of the Association. No other nominations were heard. Charlie accepted the nomination and it was seconded and approved by the membership body.

Karl Lowe nominated Chuck McCammon 6-31 A Company for Vice-Commander of the Association. No other nominations were heard. Chuck accepted the nomination and it was seconded and approved by the membership body.

Karl Lowe nominated Joe DeAngelis 6-31 C Company for the Treasurer of the Association. No other nominations were heard. Joe accepted the nomination and it was seconded and approved by the membership body.

Karl Lowe nominated Vin Zike 6-31 D Company for another term as Quartermaster. No other nominations were heard. Vin accepted the nomination and it was seconded and approved by the membership body.

Commander Corson then asked for any members residing in the Western region to stand.

David Wilson 6-31 C Company and Tim Miller 6-31 D Company stood. Charlie Company in unison nominated David Wilson as Regional Director West Region. No other nominations were heard. David accepted the nomination and it was seconded and approved by the membership body.

Commander Corson then asked for any members residing in the Mid-west region to stand, no member in attendance stood. Commander Corson recognized Dean Hess 6-31 A Company as residing in the Mid-west. No other nominations were heard. Dean will be approached regarding the nomination – the membership body approved Dean's appointment in advance of acceptance to the position of Mid-west Regional Director.

Commander Corson asked for any members residing in the Great Lakes region. John "Pop" McNichols volunteered to stand for director. Hearing no other nominations, it was seconded and approved by the membership body.

5:25 PM
08/24/09
Cash Basis

31st Infantry Regiment Association
Balance Sheet
As of August 24, 2009

	<u>Aug 24, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
United Community Bank	15,472.72
Total Checking/Savings	<u>15,472.72</u>
Other Current Assets	
Morgan Keegan	
Cash Account	54,529.40
Total Morgan Keegan	<u>54,529.40</u>
Total Other Current Assets	<u>54,529.40</u>
Total Current Assets	<u>70,002.12</u>
TOTAL ASSETS	<u>70,002.12</u>
LIABILITIES & EQUITY	
Equity	
Fund Balances	
Awards Fund	3,225.00
History Fund	661.10
Life Membership Fund	55,755.46
Total Fund Balances	<u>59,641.56</u>
Opening Bal Equity	-2,307.67
Retained Earnings	19,728.81
Net Income	-7,060.58
Total Equity	<u>70,002.12</u>
TOTAL LIABILITIES & EQUITY	<u>70,002.12</u>

Attachment #1

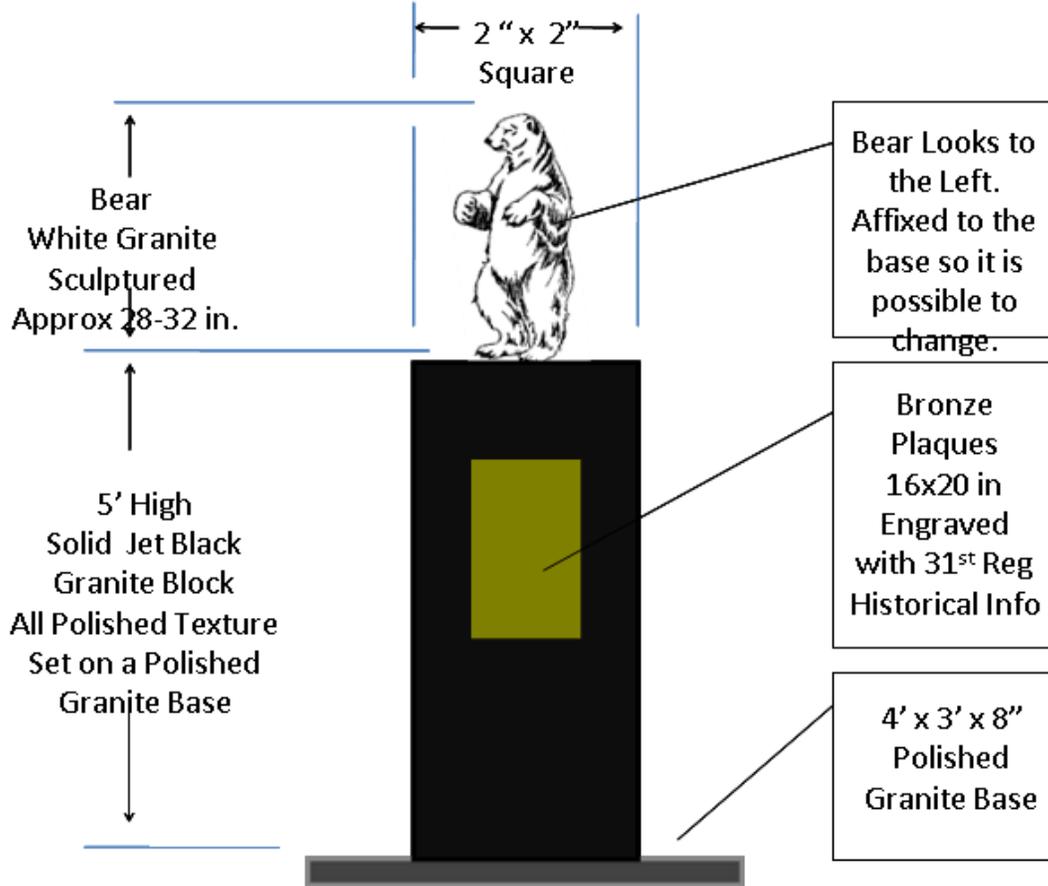
5:22 PM
08/24/09
Cash Basis

31st Infantry Regiment Association
Profit & Loss
January 1 through August 24, 2009

	<u>Jan 1 - Aug 24, 09</u>
Ordinary Income/Expense	
Income	
2008 Reunion	
Banquet	160.00
Port of LA Dinner Cruise	40.00
Reunion Registration	150.00
San Pedro Military History Tour	60.00
2008 Reunion - Other	370.00
Total 2008 Reunion	<u>780.00</u>
2009 Reunion Receipts	
Banquet	4,620.00
Boat Tour- No Lunch	224.00
Boat Tour w/Lunch	2,205.00
Registration	3,960.00
Tour of Boldt Castle	609.00
Tour of Sackett's Harbor	1,855.00
Total 2009 Reunion Receipts	<u>13,473.00</u>
Annual Dues	730.00
CD Interest	1,512.06
Interest - UCBI	1.78
Life Membership	1,135.00
QM Sales	1,879.73
Regions FDIC	52.18
Shanghai Bowl Cups	150.00
Total Income	<u>19,713.75</u>
Expense	
2008 Reunion Expense	
Advertising	145.27
Banquet	59.62
Overhead	970.09
Postage	539.34
Refund	30.52
San Pedro Military History Tour	745.30
Total 2008 Reunion Expense	<u>2,490.14</u>
31st Regiment Monument	15,000.00
Newsletter Printing	5,026.15
Postage, shipping, delivery	1,098.08
QM Stock Purchases	3,159.96
Total Expense	<u>26,774.33</u>
Net Ordinary Income	<u>-7,060.58</u>
Net Income	<u><u>-7,060.58</u></u>

Attachment # 1A

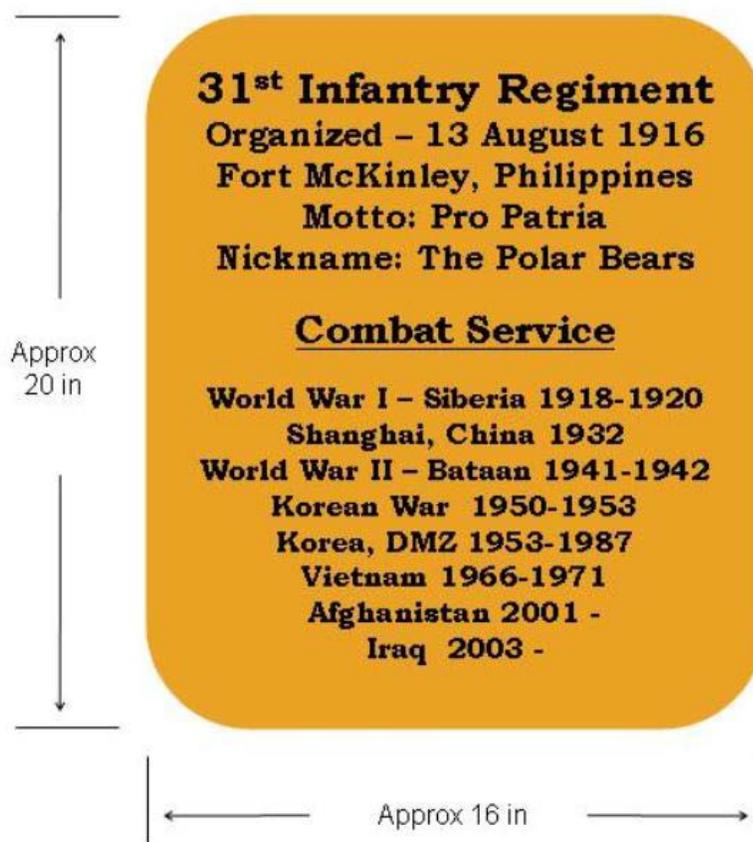
31st Infantry Regiment Memorial – Final Design



Estimated Cost:	Solid Jet Black Granite Stone with Polished Granite Base	\$15,000
	2 Cast Bronze Plaques 16" x 20"	\$2,200
	White Granite Sculptured Bear Approx 28-32" Tall	<u>\$15,000+</u>
		\$32,200+

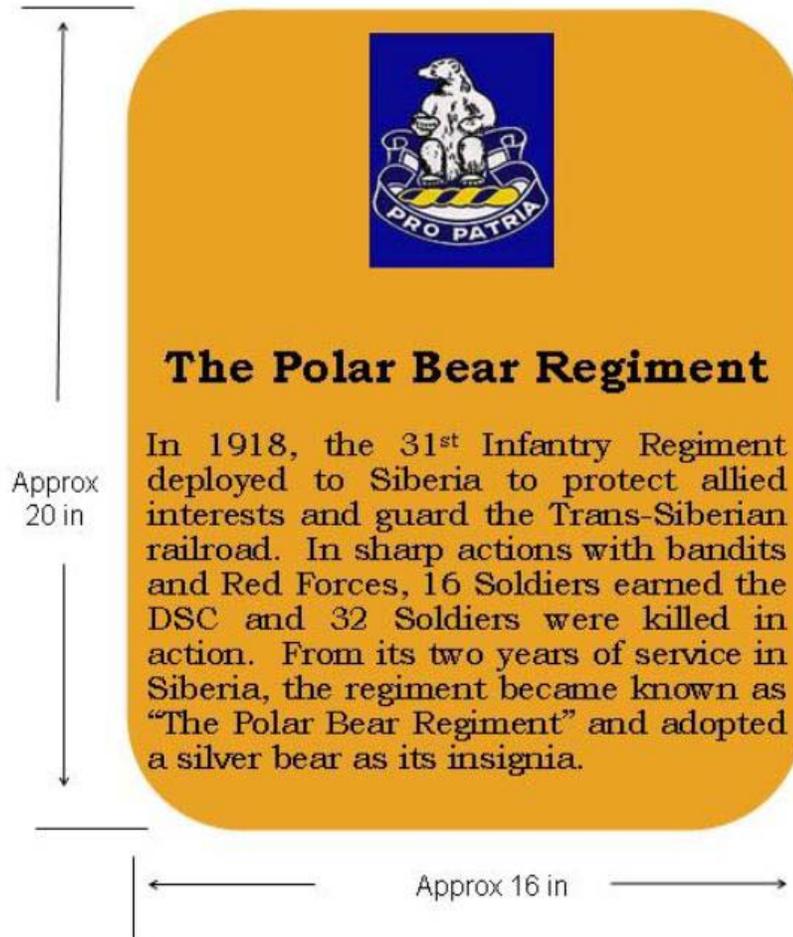
Company: Columbus Memorial, Columbus, GA

31st Infantry Memorial Plaque #1



Attachment # 3

31st Infantry Memorial Plaque #2



Attachment # 4

ATTACHMENT B
2011 REUNION – FT BENNING, COLUMBUS GA
11 AUG – 14 AUG

The Marriott of Columbus, GA will be our host hotel. Room rates are contracted at \$91.00 per night plus tax \$104.65 with prices holding for 3 days before and after our reunion date. There are 141 rooms available at the Marriott with an additional 50 rooms available at the Doubletree. A free shuttle bus will run between the two hotels. The Marriott will offer free parking for those driving to the reunion.

Thursday 11 August 2011

Arrival and Registration
Dinner on your own.

Friday 12 August 2011

0730 Busses depart for the National Infantry Museum
0800 Infantry Basic Training Graduation in Stadium Seating
Followed by short walk to the Polar Bear Monument, 100 + yards
1000 Polar Bear Monument Ceremony
Walk back to the National Infantry Museum. (They have some large Golf Carts for those needing to ride)
1100 Museum Tour: Divide into three groups of 100- Group 1 Light Buffet Luncheon.
Group 2 Museum Tour. Group 3 Imax Theater Show. Then the Groups Rotate: Group 1 to Museum Tour, Group 2 to the Imax Theater. Group 3 to Lunch, etc. etc.

Buffet Lunch Friday 12 August 2011
Tossed Garden Green Salad with Croutons and Assorted Dressing
Corn and Cherry Tomato Salad
In House Smoked Inside Round with Caramelized Onion Lie
Grilled Chicken Monterey with Southwest Marinara Cheesy Mashed Potatoes
Glazed Carrots, Green Beans Almondine
Fresh Baked Rolls and Butter
Assorted Cakes and Pies
Tea, Water, Coffee

Remainder of time until 1600: explore the Museum.
1600 Buses depart for the Marriot Hotel.
Dinner on your own.

Saturday 13 August 2011

0800 Memorial Service and Association Meeting in Sycamore Room in the Convention Center across the street from the Marriott Hotel.

1000 Busses depart on Optional Bus Tour of Fort Benning to include Lunch with the Troops. Will need bus monitors to check by name on at each stop.

1500 Busses arrive back at the Marriot Hotel.

1730: Busses depart for the National Infantry Museum

1800 Cocktails—Cash Bars

Color Guard: 4/31 Active Duty Soldiers

1900 Dinner- Buffet meal includes bottle of white and red wine on each table

Starters:

House Tossed Salad

Caesar Salad

Entrees:

Fresh Salmon in a Lemon Caper Butter jus

Grilled Chicken with Sundried Tomatoes, Goat Cheese and Olives

Roast Baron of Beef with Au Jus and Condiments

Sides:

Braised Carrots in Lemon Juice

Smashed Roasted New potatoes with Sour Cream and Chives

French Green Beans

Desserts:

Creamy Pecan Delight

Coconut Cake

Banana Chocolate Almond Raisin Bread Pudding

Tea, Water, Coffee

2000 Speeches and Shanghai Bowl Ceremony. MIA/POW Table will be set up.

2030 Dancing to DJ

2200 Busses depart for Marriott Hotel

ATTACHMENT C – TREASURER’S REPORT

	<u>Jan 1 - Aug 17, 10</u>
Ordinary Income/Expense	
Income	
2010 Reunion Income	
Banquet	12,800.00
Carson City tour	3,075.00
Emerald Bay Cruise	9,460.00
Registration	8,280.00
Shopping Tour	<u>190.00</u>
Total 2010 Reunion Income	33,805.00
31st Memorial Fund	280.00
Annual Dues	220.00
Associate Life Membership	25.00
Checking Interest	2.78
Life Membership	1,110.24
Membership	50.00
QM Sales	<u>1,690.50</u>
Total Income	37,183.52
Expense	
2010 Reunion Expense	
Banquet	1,000.00
Emerald Bay Cruise	1,820.00
Registration	<u>1,244.30</u>
Total 2010 Reunion Expense	4,064.30
31st Regiment Monument	10,000.00
Bank Fee	45.00
Establish New Account	1,436.81
Internet/web site	190.80
Newsletter Printing	1,583.00
Postage, shipping, delivery	1,272.56
QM Overpayment Refund	0.00
QM Stock Purchases	<u>1,987.05</u>
Total Expense	<u>20,579.52</u>
Net Ordinary Income	<u>16,604.00</u>
Net Income	<u><u>16,604.00</u></u>

ATTACHMENT D

2010 Slate of Officers

Regional Director Mid West; Arizona, Texas, New Mexico, Oklahoma, Colorado, Wyoming, Kansas, Nebraska, the Dakotas, Minnesota, Iowa, Missouri and Kansas

SECTION III. BOARD OF DIRECTORS

The Association's Board of Directors, consisting of a Senior Director (Chairman of the Board) and six Regional Directors, all unpaid, shall be elected for renewable terms of six years. Board members represent the Association's general membership and serve as the Association's corporate memory, carrying out duties assigned by the Commander through the Senior Director and overseeing the Association's major business transactions. The Senior Director shall interact with other veterans associations in on behalf of the 31st Infantry Regiment Association. All Board members are expected to actively seek new members within their assigned region.

Regional Directors are expected to attend annual reunions but may be excused by the Senior Director, as long as they are able to vote by mail or email and attend at least one meeting every three years.

NOMINATIONS FROM THE FLOOR –

QUARTERMASTER - The Quartermaster shall acquire, advertise, and sell stocks of insignia and other materials of interest to the Association's general membership, maintaining a working account and submitting all revenues from sales and bills for restock to the Association Treasurer. To the extent feasible, producer-to-customer delivery will be implemented to minimize stock age requirements. Quartermaster transactions shall be subject to a biennial audit, along with the Treasury. The Quartermaster shall submit a list of on-hand stocks and a report of annual sales to the Executive Committee for a decision on disposal of stocks that are not selling well.

APPOINTED AUG 2010 – Dale Mills C/6-31

ADJUTANT - The Adjutant is custodian of the Association's colors and the National Colors and shall ensure that they are present at each reunion. The Adjutant is custodian of the Association's charter, constitution, and by-laws, and shall register them with the proper authorities. The Adjutant directs the Shanghai Bowl Ceremony at each Annual Reunion/Convention.

APPOINTED POSITION - CALL FOR VOUNTEERS

SGT-at-ARMS coordinates with local reunion coordinators to assemble a team to operate the reunion reception desk, acquires a roster of members in good standing from the Membership Chair to check membership at business meetings, and check tickets for reunion functions. He serves as parliamentarian at association business meetings, ensuring that Roberts Rules of Order are followed and that only members in good standing are allowed to vote in the association's business meetings.

APPOINTED AUG 2010 – John Howdeshelt D/6-31

COUNSEL - The Counsel consists of all Past Commanders who are so inclined to participate in this role. The counsel advises and recommends on matters the Executive Board forwards to them. In the event legal counsel is necessary, the Executive Board will retain an Attorney at Law that specializes in the matter at hand.

Do we have members that are in the legal profession willing to serve should the need arise.

APPOINTED POSITION - CALL FOR VOUNTEERS

Reunion Committee Fort Benning 2011 – Sam has requested a local committee of members to assist

Dale Mills has volunteered to assist Sam – local committee members would be appreciated

Reunion Committee Washington DC 2012 – Karl has requested a local committee of members to assist

Ron Corson and Bill Owen have volunteered to assist Karl – local committee members would be appreciated

ATTACHMENT E - BYLAWS
DRAFT FOR APPROVAL
BY-LAWS
OF THE
31ST INFANTRY REGIMENT ASSOCIATION

SECTION I. ORGANIZATION

1.1 The Association shall be governed by an Executive Board composed of elected Officers and an elected Board of Directors, working in concert. Officers and members of the Board of Directors shall be elected by simple majority vote of attending members in good standing who are present at a general membership business meeting held during the Association's annual reunion.

1.2 The Association's Executive Board shall be unpaid, contributing its time, creativity, and energy freely for the Association's general benefit.

1.3 Expected openings in the Executive Board's membership and the responsibilities of each opening position are announced as a call for volunteers in the newsletter two quarters before the annual reunion. Volunteers or nominees are announced by the Adjutant at the annual business meeting and are elected by simple majority vote of attending members in good standing. If no candidates for an office have come forth before the general business meeting, nominations shall be accepted from the floor. Nominations and voting shall be as specified in Roberts Rules of Order.

1.4 Should an unexpected vacancy arise in the Executive Board between reunions, a temporary successor shall be appointed by the Commander.

SECTION II. OFFICERS

2.1 Officers of the Association shall include a Commander, Vice Commander, elected to serve for a period of two years, renewable in two year increments, by vote of attending members in good standing at the Association's annual reunion. The Vice Commander will succeed the Commander, approved by vote of membership.

Treasurer, Assistant Treasurer, Quartermaster, Adjutant, Sergeant-at-Arms, Counsel, Chaplin and Historian, are appointed to position for a period of two years, renewable in two year increments, approved by vote of attending members in good standing at the Association's annual reunion.

In keeping with the Association's tradition of distributing the responsibilities of leadership, the Commander and Vice Commander shall each serve for no more than two terms, totaling four consecutive years. All other officers may serve additional terms if re-elected by attending members in good standing at the annual general membership meeting. Ideally, Vice Commanders are elected with the intent of moving up to replace the Commander when the latter's term expires, the Past Commander will serve as a

member of the Executive Board for a period of two years, providing the Association continuity of leadership.

2.1.1 The Commander leads the Association, ensuring that its By-Laws remain updated and that reunions are held annually. He presides over meetings of the Executive Board and the general membership business meeting at each annual reunion during his term in office, officiates at the reunion banquet, ensures an annual audit of the Association Treasury, and appoints committees as needed to carry out the Association's business. He will, to the extent possible, represent the Association at invited functions of the active duty battalion or battalions of the Regiment. Using "silence is consent", the Commander may take action after 30 days on any matters after requesting a vote from the Executive Board. On election, the Commander shall be presented the Association's gavel of office by his predecessor.

2.1.2 The Vice Commander carries out duties assigned by the Commander and with the consent of the Executive Council, steps in to fulfill the Commander's responsibilities should the Commander be unable to do so.

2.1.3 The Treasurer maintains the Association's funds, researching and applying tax laws, receiving membership dues and other revenues, depositing them in accounts agreed by the Executive Board, disbursing funds for carrying out the Association's business as directed by the Commander and agreed by the Executive Board, and facilitating a biennial audit of the Association's fiscal accounts and transactions. Any disbursement of funds must be approved in writing by the Commander and is subject to biennial audit. Any movement of funds to or from new accounts or disbursement of funds exceeding \$1000 to any person or institution must be approved by the Commander with the written consent of the Board of Directors, as determined by their majority vote. The Treasurer must submit an annual report of the Association's financial transactions and balances, which will be read at the general business meeting and posted in the Association's newsletter and website.

2.1.3.1 The Assistant Treasurer works with the Treasurer and is the second signature on Association accounts. In the event that the Treasurer is unavailable for a period of time the Assistant will act on his behalf ensuring Association business is handled.

2.1.4 The Quartermaster shall acquire, advertise, and sell stocks of insignia and other materials of interest to the Association's general membership, maintaining a working account and submitting all revenues from sales and bills for re-stock to the Association Treasurer. To the extent feasible, producer-to-customer delivery will be implemented to minimize stock age requirements. Quartermaster transactions shall be subject to a biennial audit, along with the Treasury. The Quartermaster shall submit a list of on-hand stocks and a report of annual sales to the Executive Committee for a decision on disposal of stocks that are not selling well.

2.1.5 The Membership Chair shall recruit members of the Association from among veterans of the Regiment and their families by direct mailing to known veterans and advertising the regiment's annual reunions in publications and web-sites likely to be visited by veterans of the Regiment or their families. The Membership Chair is assisted in recruiting by the Board of Directors, who act as a committee and maintain dual membership in other veterans' organizations, allowing them to advertise the 31st Infantry Regiment Association's reunions in those associations' publications. Funds requisite to recruiting and advertising shall be disbursed by the Treasurer on approval by the Commander and, where appropriate, with consent of the Board of Directors.

2.1.6 The Adjutant is custodian of the Association's colors and the National Colors and shall ensure that they are present at each reunion. The Adjutant is custodian of the Association's charter, constitution, and by-laws, and shall register them with the proper authorities. The Adjutant directs the Shanghai Bowl Ceremony at each Annual Reunion/Convention.

2.1.6 The Sergeant-at Arms coordinates with local reunion coordinators to assemble a team to operate the reunion reception desk, acquires a roster of members in good standing from the Adjutant to check membership at business meetings, and check tickets for reunion functions. He serves as parliamentarian at association business meetings, ensuring that Roberts Rules of Order are followed and that only members in good standing are allowed to vote in the association's business meetings.

2.1.7 The Chaplin shall direct religious observances of the Association at the annual Reunion/Convention.

2.1.8 The Counsel consists of all Past Commanders who are so inclined to participate in this role. The counsel advises and recommends on matters the Executive Board forwards to them. In the event legal counsel is necessary, the Executive Board will retain an Attorney at Law that specializes in the matter at hand.

2.1.9 The Historian shall maintain a written record of the Association's history; shall work with Army historians, the National Archives, and other sources of the Regiment's history to keep the Regiment's written history updated; and shall prepare the Association's newsletter for quarterly publication by the Quartermaster. Minimum components of each quarterly newsletter shall include updates on upcoming reunions, segments of the Regimental history, listings of new and deceased members, and identification of websites pertinent to the membership. The Historian recommends and coordinates commemorative activities and prepares historical displays for the annual reunion and coordinates the Shanghai Bowl ceremony at the reunion banquet.

2.2 The Department of Army-appointed Honorary Colonel of the Regiment and Honorary Sergeant Major of the Regiment are advisors to the Executive Board and are not subject to election but are extended the privilege of voting in the Executive Board. Their responsibility is to ensure a close and continuous link between the Association and the regiment's active duty units. The Commanders and Command Sergeants Major of the regiment's active duty units may also be invited to participate in the Association's Executive Board meetings in person or by teleconference.

2.3 The Commander shall appoint a Secretary to record the Association's business decisions at annual executive committee and general membership business meetings and prepare notes on those decisions for publication in the next newsletter and posting on the Association's web site.

2.4 All elected officers of the Association are expected to attend annual reunions but one absence may be excused by the commander in each two-year term, and when absent, participate in conference calls of the Association's annual meeting of the Executive Committee to render required reports and vote.

SECTION III. BOARD OF DIRECTORS

3.1 The Association's Board of Directors, consisting of a Senior Director (Chairman of the Board) and six Regional Directors, all unpaid, shall be elected for renewable terms of six years. Board members represent the Association's general membership and serve as the Association's corporate memory, carrying out duties assigned by the Commander through the Senior Director and overseeing the Association's major business transactions. The Senior Director shall interact with other veterans associations in on behalf of the 31st Infantry Regiment Association. All Board members are expected to actively seek new members within their assigned region. The regional directorates are:

3.1.1 Northeast: New England, New York, and overseas members in Canada and across the Atlantic

3.1.2 Mid-Atlantic: New Jersey, Pennsylvania, Delaware, Maryland, DC, Virginia, and West Virginia

3.1.3 Southeast: the Carolinas, Georgia, Florida, Alabama, Mississippi, Tennessee, Louisiana, Arkansas, and overseas members in the Americas, except Canada.

3.1.4 Great Lakes: Ohio, Kentucky, Indiana, Michigan, Wisconsin, and Illinois

3.1.5 Midwest: Arizona, Texas, New Mexico, Oklahoma, Colorado, Wyoming, Kansas, Nebraska, the Dakotas, Minnesota, Iowa, Missouri and Kansas.

3.1.6 West: California, Nevada, Utah, Montana, Idaho, Washington, Oregon, Alaska, Hawaii, and overseas members across the Pacific.

3.2 Regional Directors are expected to attend annual reunions but may be excused by the Senior Director, as long as they are able to vote by mail or email and attend at least one meeting every three years.

SECTION IV. REUNIONS

4.1 A regimental reunion shall be held each year at a place determined by vote of the general membership at a previous reunion.

4.2 Reunion sites shall be selected three years in advance to allow adequate time for coordination and planning and shall be announced on the Association's web site and in the regimental newsletter beginning the quarter following the site's selection and each quarter thereafter until the reunion is held.

4.3 Nominations for the reunion site shall be made in person or in writing by an Association member resident near the intended reunion site who is willing to serve as the reunion coordinator.

4.4 The Executive Board, based on nominations for reunion sites shall appoint a Reunion Coordinator for each annual reunion. The Commander will mentor and guide the Reunion Coordinator through the planning process and the reunion. The coordinator must live in or near the metropolitan area in which the reunion is to be held and may organize a committee of local members to assist in planning and coordination. Included in the coordinator's responsibility is:

4.4.1 Contact the local Chamber of Commerce to obtain a list of hotels of requisite capacity and get recommendations on locations and events of interest. Facilities needed for a hotel to host the reunion include a meeting room for Executive Council meetings, a hospitality suite for members to mingle at the hotel, a general membership meeting room, a banquet hall, parking, and room accommodations requisite to expected attendance.

4.4.2 Contact the hotels to solicit competitive pricing. Seek the lowest room cost per night, the highest ratio of comp rooms per paid room (typically 1:50), competitive banquet costs per meal, free facilities for meetings, free parking, and authorization to bring food and beverages into the hospitality room, authorization for active duty guards for the Shanghai Bowl and the honor guard to carry weapons.

4.4.3 Provide a list of acceptable hotels and their prices, with a recommendation to the Commander, who decides the venue with concurrence of the Executive Council.

4.4.4 Arrange for and coordinate reunion events and transportation to activities held outside the host hotel, keeping costs as low as possible.

4.4.5 Contact the local media (TV, radio, newspapers) to notify them that the Association will meet in their city and provide them a notice of the event's significance prepared by the Historian.

4.4.6 Notify local chapters of national veterans' organizations of the reunion's date and location and ask them to help advertise the event to veterans of the regiment and their families.

4.4.7 Contact prominent local businesses and banks to solicit donations or contributions for use at the reunion as door prizes or drinks and snacks for the hospitality room.

4.4.8 Provide the Sergeant-at-Arms a team to operate the reception desk at the reunion.

4.5 Whenever possible, reunions shall be held in the month of August, commemorating the regiment's organization day, 13 August 1916, and enabling the membership and families to attend in conjunction with summer vacation period.

4.6 If the general membership is unable to decide the reunion site, site selection shall be made by the Association's Board of Directors and a coordinator shall be selected from among the Board members.

4.7 Reunions shall be held in a different quadrant of the country each year for ease of access by members.

4.8 Once every three years, if possible, the reunion shall be held at a location proximate to an active duty unit of the regiment, at a time coordinated with the unit commander. The three-year period may be adjusted if there have been one or more unit-hosted events (dining-in, memorial ceremony, welcome home ceremony, etc.) at which the Association is represented by three or more members during that three-year span.

4.9 Reunions shall be self-supporting with costs paid by attending members and defrayed by sponsors. No reunion-related expense shall be incurred by the Association's treasury without approval by the Association's Executive Board.

4.10 Each reunion shall include 1) a business meeting of the Association's Executive Board, 2) a general membership/business meeting, 3) a memorial ceremony, 4) a reunion banquet, and 5) excursions from the host hotel arranged by the reunion coordinator for the membership's enjoyment. The times and locations of these events shall be posted on the Association's website and in the previous quarter's newsletter to facilitate planning by all members.

4.10.1 A business meeting of the Executive Board is typically the first formal meeting of the Reunion. It is held on the evening of the reunion's first day and is

attended by all Executive Board members and others invited by the Commander. Its purpose is to review minutes of the previous year's meeting, finances, membership status, slate of Officers and Board members, last-minute details regarding the Reunion's agenda, and other matters raised by members of the Executive Committee. Its deliberations are recorded by the Secretary and findings are reported at the general membership/business meeting in the form of agenda items.

4.10.2 The general membership meeting is typically held on the morning of reunion's second day before members depart for planned excursions. Its purpose is to hold elections for Officers and Board members, review the Association's finances, vote on proposed reunion sites, and inform the membership of initiatives requiring their approval. Decisions resulting from the meeting and the Treasurer's report are recorded by the secretary and announced on the Association's website and in its next quarterly newsletter.

4.10.2.1 Some or all planned revenue-generating raffles are held at the business meeting. In order to vote, nominate candidates, or make a motion, participants must be members in good standing as certified by their appearance on the Association's official roster maintained by the Membership Chair.

4.10.2.2 All members present and in good standing and all active duty members present, as representatives of the unit commander, are entitled to one vote.

4.10.2.3 Proceedings of the general membership meeting shall be conducted according to Roberts' Rules of Order and its decisions and the Treasurer's report are recorded by the secretary and announced on the Association website and in its next newsletter.

4.10.3 The memorial ceremony, honoring deceased members and veterans of the regiment, is a solemn occasion honoring those members of the association and other known veterans of the regiment whose death was notified to the Association since the previous reunion. It is conducted by the Commander or his designated representative. The ceremony will include, at minimum, a reading of the name, unit, era of service, and hometown of those deceased.

4.10.4 The reunion banquet is typically the last formal event of the reunion, conducted on the evening before departure. The Commander or his designated representative serves as the Master of Ceremonies, organizing and directing the evening's events. The Adjutant directs the Shanghai Bowl Ceremony.

SECTION V. GOVERNANCE BETWEEN REUNIONS

5.0 Between annual reunions, governing authority is vested in the Executive Board. Its decisions shall have immediate effect and remain in force until ratified, modified, or repealed by vote of the general membership present at the next annual reunion.

5.1 The Executive Board is collectively charged with the Association's governance, to include: 1) management of its finances; 2) keeping the general membership informed through the Association's website and quarterly newsletter; 3) quartermaster stock and sales to generate revenue; 4) carrying out decisions of the general membership made at the preceding reunion; 5) representing the Association at invited activities of the Regiment's active duty units; 6) other new business, as proposed by the Commander and ratified by simple majority vote of the Board of Directors.

5.1.1 Management of the Association's finances shall adhere to a "two sets of eyes" and full disclosure rule by which any expenditure of any amount of the Association's funds for any reason must be proposed in writing (email or postal) by the Treasurer and authorized by the Commander or the Deputy Commander in his absence.

5.1.2 Before expending any funds exceeding \$1000, the Commander must seek the approval of the Board of Directors who may authorize or reject the expenditure by simple majority vote. The vote must be electronic in writing, providing a record of the decision. Using "silence is consent", the Commander may take action after 30 days on any matters after requesting a vote. Such expenditure shall be announced to the general membership in the next quarterly newsletter.

5.1.3 Because not all members are able to attend every reunion, the Association shall maintain a website and publish a quarterly newsletter to keep the general membership informed and engaged. They are essential "glue", holding the Association's diverse and geographically dispersed membership together. Fees for the website and the costs of printing and mailing the quarterly newsletter shall be paid from the Association Treasury.

5.1.4 Because the Regiment's history is the common thread binding members across generations, the regimental history shall be the central feature of both the website and newsletter, editing and content is the responsibility of the Historian.

5.1.4.1 A volunteer webmaster, responsible for maintaining and constantly updating the association website, shall be appointed by the commander and ratified by simple majority vote of the Board of Directors.

5.1.4.2 Unless otherwise decided by majority vote of the Executive Board, the Quartermaster shall be responsible for printing and mailing the quarterly newsletter and the webmaster shall be responsible for posting it on the website.

5.1.5 Quartermaster sales, composed of tokens representing the regiment, its successor units, and their collective history, are an important source of the Association's revenue.

Once each year, the Quartermaster shall submit to the Board of Directors in writing (email or postal) a list, description, acquisition cost, mailing cost, and sale cost of all items proposed for sale. The Board may approve the list, propose additional items, propose changes in sale cost, or reject any item thereon by simple majority vote. The Quartermaster shall seek order and ship relationships with vendors that minimize stock requirements but shall provide representative sample stocks for order or sale at annual reunions.

5.1.6 Written complaints or charges against an Association member shall be referred to the Executive Board for prompt consideration. After fair and impartial review, the Board is empowered to take whatever action is necessary or warranted.

5.1.6.1 This may include expulsion of a member from the Association or removal for cause of an officer from office for failing to perform his official duties or for abusing the privilege of his office in a manner determined by the Board to be detrimental to the Association. Such action shall require two-thirds (2/3) affirmative vote of the Board's membership in writing and shall be subject to the appeal process described below.

5.1.6.2 The Board's decision shall be recorded electronically and announced in writing to the individual concerned. The subject member may, within thirty (30) days, appeal the decision to the Commander in writing. If the appeal is denied, the Board's decision shall be subject to review and ratification at the next business meeting of the Association.

SECTION VI. DUES AND INVESTMENTS

6.1 Membership dues shall be kept as low as practical to afford access to all veterans and serving members of the regiment and its successor organizations.

6.2 To ensure revenues from all sources keep pace with the Association's obligations, the Treasurer may propose a change in dues, subject to ratification by simple majority vote of attending members in good standing at the general membership meeting.

6.3 Memberships in the Association may be lifetime, annual, associate, or honorary, with dues at a rate proposed by the Treasurer and decided by vote of attending members in good standing at annual reunion's general membership meeting. Dues for all categories of membership are fixed at the rate existing at the member's date of entry and any rate adjustments shall not be imposed retroactively. Members are issued a numbered card at time of entry attesting to membership in good standing.

6.3.1 Lifetime membership is secured by a one-time payment as prescribed at time of entry. Payment is automatically waived for recipients of the Medal of Honor, who are accorded full membership at no cost.

6.3.2 Annual membership is secured by successive payments of annual dues. Lifetime membership is automatically conferred and annual dues stop when a member has paid the equivalent cost of a lifetime membership. Annual membership dues are due and payable to the Association Treasury on or before 1 July of each year.

6.3.3 Associate membership is authorized for family members of veterans of the regiment and for friends of the regiment who have written about its history. Dues for auxiliary membership are the same as for regular lifetime or annual membership.

6.3.4 Honorary membership may be conferred at no cost to people who have made an exceptional contribution to the nation's service and accept affiliation with the Association.

6.4 The Treasurer, with oversight by the Executive Board, shall maintain an operating fund and an investment fund.

6.4.1 The operating fund is generated from annual membership dues, revenues from Quartermaster sales, revenues from the investment fund, donations, and revenues from the annual reunion. It is maintained in an interest-bearing account and is dispensed to cover the Association's operating costs, to include publication of the newsletter, maintaining the website, membership cards and recruiting, and re-stock of the Quartermaster. The Treasurer may recommend the transfer of funds from the operating account to the investment account if the former exceeds the Association's obligations.

6.4.2 The investment fund is generated from lifetime membership dues and is maintained in revenue-generating investments in accordance with tax laws governing non-profit associations. Investment prospects are researched and proposed by the Treasurer and approved by simple majority vote of the Executive Board. Revenues from investments may either be rolled over to expand earnings or may be transferred to the operating account if needed to cover the Association's obligations.

6.5. Special funds may be established through donation. They may be proposed by any member of the association and established on approval of the Executive Board to pay for an extraordinary undertaking such as the Association's dedication of a memorial marker, the publication of a book on the regiment's history, a contribution for disaster relief, or a monetary award to an active duty member who earns the Medal of Honor or Distinguished Service Cross. Special funds shall be maintained by the Treasurer as interest-bearing accounts until the purpose for which they are established is completed.

SECTION VII. AMENDMENTS TO BY-LAWS

7.1 The by-laws for governing this organization shall not be inconsistent with the Association Constitution and may be amended from time-to-time to meet changing requirements of the membership.

7.2 Amendment of the by-laws may be proposed by any member in good standing and is enacted by simple majority vote at an annual reunion's general membership meeting.

7.3 Proposals to amend the by-laws shall be announced to the general membership on the Association website and in the newsletter. Decisions on such proposals taken at the reunion shall be likewise announced.

ATTACHMENT F
DRAFT FOR APPROVAL

31ST INFANTRY REGIMENT ASSOCIATION

SEPTEMBER 1997

CONSTITUTION

ARTICLE I DESIGNATION

The name of this organization is the 31st Infantry Regiment Association, Inc., "The Polar Bears". Incorporated in the State of Arkansas, it is a non-profit fraternal, social, educational, patriotic, military service organization, which shall always remain non-partisan and non-political. The Association shall exist permanently as a national parent organization with subordinate branches known as Regions. Insignia: Polar Bear. Motto: Pro Patria. Headquarters of the Association shall be the address of the current Commander of the active duty unit of the 31st Infantry Regiment.

ARTICLE II OBJECTIVES

The Association provides opportunities uniting past, present and future members of the 31st Infantry Regiment in a national program dedicated to the preservation and maintenance of the 31st Infantry Regiment's history, customs and traditions. Specific objectives are:

- 2.1 To foster patriotism, esprit de corps and loyalty of its members to the 31st Infantry Regiment.
- 2.2 to foster and strengthen associations and friendships formed during service with the 31st Infantry Regiment.
- 2.3 To honor the 31st Infantry Regiment War Dead.
- 2.4 To encourage a close and cooperative alliance with the active duty unit of the 31st Infantry Regiment.
- 2.5 To preserve the history of the 31st Infantry Regiment for future generations through the written, pictorial, or recorded recollections of association members.
- 2.6 To support the Government of the United States and its Armed Forces; and to give to them, in peace and war, the devotion and service expected of us as members of its armed forces.

ARTICLE III MEMBERSHIP

- 3.1 There shall be three classes of membership: Regular, Associate and Honorary.
- 3.2 The types of membership are: Life and Annual.

- 3.3 Eligibility for Regular Membership: Veterans and active duty members with honorable service in units of the 31st Infantry Regiment or units attached to the Regiment in peace and war.
- 3.4 Associate Members: Family members of any person eligible for regular membership; any person with a special interest in the Regiment; and other organizations that supported or support the Regiment, such as Red Cross, Philippine Army personnel, artillery units, etc.
- 3.5 Eligibility of Honorary Membership: Gold Star Wives and Parents. The Commander of the active duty component of the Regiment shall be designated as "Honorary Commander of the 31st Infantry Regiment Association". Others as granted by the Executive Board. Honorary members pay no dues.
- 3.6 Members will pay dues and comply with the Constitution and By-Laws.
- 3.7 Associate and Honorary Members shall enjoy the rights and privileges of a member, but shall be restricted from participating in the official organization business and are not entitled to vote on organization matters.
- 3.8 Friends of the Regiment: This category includes non-veterans who support the objectives of the Regiment but are not legally members of the association. They may be authorized to subscribe to the association newsletter, contribute to the association and attend reunions, but are not authorized to participate in business meetings of the association.

ARTICLE IV DUES

- 4.1 Annual membership dues are payable each year prior to July in amounts set forth in the By-Laws
- 4.2 Life membership dues are payable at any time in amounts set forth in the By-Laws.

ARTICLE V MANAGEMENT

- 5.1 Government. The membership is the governing body of the Association. It meets once a year in the Annual Reunion/Convention at which time officials are elected to carry out the day-to-day operations of the Association. Each regular member in good standing has one vote in these elections, expressed in person. The fiscal year shall be July 1 through 30 June.
- 5.2 Elective Officers: Elective officers of the Association are: Commander, Vice-Commander, Chairman of the Board of Directors and Regional Directors. Members will only nominate Regional Directors that reside within their region. Nominations will be voted by the general membership at the annual general membership meeting.
- 5.3 Appointed Officers: Appointed officers are: Adjutant and Assistant, Treasurer and Assistant, Secretary and Assistant, General Counsel, Chaplain and Assistant,

Historian and Assistant, Quartermaster and Assistant, Membership Chair, Sgt.-at-Arms and Assistant, Editor of the Newsletter and Assistant, and the Reunion Coordinator and Assistant.

5.4 The Executive Board shall consist of the Chairman of the Board, the Commander, Vice-Commander, and the Regional Directors. The immediate past Commander shall act as a consultant and serve on the Executive Board. The Colonel of the Regiment, a retired senior officer, and the Honorary Command Sergeant Major are appointed by the Department of the Army and serve as advisors to the Association Executive Board.

5.5 Term of Office. All Officers shall be elected/appointed at the Annual Reunion/Convention and the term of office shall extend from January 1 of the following year for a period of two years. The time from election/appointment at the Annual Reunion/Convention until January 1 will be viewed as the transfer of duties from one officer to his successor. All officers may succeed themselves, provided they are properly nominated and elected/appointed.

All Directors shall be elected at the Annual Reunion/Convention and the term of office shall extend from January 1 of the following year for a period of six years. The time from election at the Annual Reunion/Convention will be viewed as the transfer of duties from one director to his successor. All directors may succeed themselves, provided they are properly nominated and elected.

5.6 Regions. For purposes of administration the United States is divided into Regions. The Executive Board shall determine the boundaries included in each Region and publish them in the association newsletter. The boundaries and number of Regions may change from time to time depending on the membership.

5.7 The authority and duty of each officer and director shall be as defined in the By-laws. No individual may hold a position of an Executive Board member and an elected/appointed position, sans the position of Historian.

5.8 In the event of demise, resignation or other incapacity, the line of succession of the elected officers will be Commander, Vice-Commander, and Chairman of the Board of Directors, approved by the Executive Board with a simple majority.

5.9 A vacancy occurring in any elective or appointed office during an administrative year shall be filled by action of the Executive Board.

5.10 All officers shall serve without monetary compensation. Any elected or appointed officer, who wishes to make a purchase at the association's expense, must receive permission from the Executive Board to do so and may be reimbursed by the treasury on receiving the Executive Board's approval for the expenditure. All requests for reimbursement require submission of receipts.

ARTICLE VI PUBLICATIONS

- 6.1 The Association newsletter is designated as the official publication of the Association and serves as the association's focal point for those members unable to attend annual reunions. It also serves as the source of outreach for the association's living history program. It will be published at least three times a fiscal year under the supervision of the Executive Board.
- 6.2 The Executive Board shall appoint the Editor and Assistant Editor.
- 6.3 The Executive Board shall have full control of all questions of policy in the official publication.
- 6.4 The Editor shall have complete charge and responsibility for the composition, coordinating and publishing the newsletter, subject to the direction and control of the Executive Board. The newsletter's content shall be coordinated with the Commander and Adjutant prior to publication. The Editor may select, as determined by the Executive Board, such additional assistants as he may require from time to time and deemed necessary to assist in the work of the official publication.
- 6.5 The publication shall be sent to all paid up members, associate members and honorary members of the Association and others the Executive Board shall direct.
- 6.6 A national roster is published annually and distributed to all Officers and Directors. The roster, for membership use only, shall list the following information for each member in good standing when known: name, address, unit, rank, telephone, fax and email as well as the type of membership held.

In an effort to ensure the privacy of the members, the roster is not to be distributed to any person other than an officer or director of the Association without express permission for distribution by the Executive Board.

ARTICLE VII BY-LAWS

- 7.1 The Association shall have full power to adopt By-Laws, which are not in conflict with this Constitution. By-Laws may be adopted, ratified, modified or repealed at the Association Annual Reunion/Convention, or any Special Meeting called for that specific purpose under the provisions of Section XII of the By-Laws.
- 7.2 The rules contained in Robert's Rules of Order, 1893 edition, revised, shall govern the Association in all cases which are applicable and in which they are not inconsistent or conflicting with the Constitution or By-Laws of the Association.

ARTICLE VIII AMENDMENTS

8.1 This Constitution may be amended, altered or repealed by two-thirds (2/3) vote of all members. The amended document shall be mailed to the membership for approval with a cover letter specifying that "silence is consent". Notice thereof shall be given by publication in one issue of the association newsletter.