

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

The meeting was called to order by Commander, Charlie Tapp at 10:30 a.m.

Opening Remarks

Commander Tapp welcomed everyone to the 2010 General Membership Meeting. Tim Miller was asked to stand and accept the thanks and appreciation of the organization for a very successful Reunion.

Previous Minutes

The minutes of the 2009 General Membership meeting were distributed during the meeting check in process. A motion to accept the minutes as presented was made and seconded. The membership body accepted the previous minutes as written.

Memorial Monument and Paver Update

General Wetzel reported to the Membership that the Memorial Monument is on schedule and will be ready for our 2011 dedication. The pavers that were purchased for our Medal of Honor recipients have been received and are being held at the National Infantry Museum. The MoH pavers will be placed in the same vicinity as the monument

A Memorial Dedication and Planning Committee has been formed consisting of Bill Burns, John Cornelson, Ron Corson, Dale Mills and General Wetzel.

Memorial Fund Drive

Ron Corson reported to the Membership that the Memorial Fund drive will be commencing in the fall time frame. Letters will be sent to all members as well as affiliated organizations requesting a one time donation to support the on-going maintenance of the monument. At this time research is being conducted to ensure that this fund drive does not have an adverse impact on our non-profit status.

Future Reunions

2011 – Ft Benning, Columbus GA – Dedication of the 31st Infantry Regiment Association Monument and Walk of Honor Pavers of the 31st Infantry Regiment Medal of Honor recipients. **Attachment B for general description of events.**

General Wetzel spoke briefly reviewing the recommended schedule of events for the 2011 reunion. In addition to what was attached General Wetzel requested a show of hands of those interested in a golf match the day before the official start of the reunion. Approximately 15 expressed interest.

2012 – Washington DC – Karl Lowe Reunion Coordinator, Ron Corson and Bill Owen
Assisting coordinators.

2013 – Dayton Ohio, John and Debbie Howdeshelt, Reunion Coordinators

John spoke briefly reviewing plans for 2013. Dates will be Aug 8-10, 2013. Discussions have been held with the Holiday Inn of Dayton for accommodations. Wright Patterson AFB will be the sight of the formal events in one of the National Museum's Hangers. John will be looking at a River Cruise for an optional event.

The Membership approved the selection of Dayton Ohio for the 2013 Reunion.

2014 - A call to the Membership for hosting Reunion 2014 was made. The location should be in the West/Mid-West Region.

Jim Jagers B/6-31 stood to recommend a reunion in Sacramento CA and Donald Bellinger B/C/6-31 stood to recommend holding the reunion in the Salem OR area.

Commander Tapp requested both men to put together a proposal for hosting the reunion that could be voted on at our meeting next August.

Treasurer's Report – Attachment C

Joe DeAngelis reported that this year's reunion has been a very successful money making reunion for the Association. The final accounting will be a few weeks out as there are still outstanding reunion bills such as this evenings banquet to be paid.

Financially the Association is solvent with over \$25,000 in our Life Membership fund. There is approximately an additional \$7,000 due on the Memorial monument which includes the \$2,000 allocated for the sub-base of the monument.

A motion was made, and seconded to approve the Treasurer's report as written. The Membership approved and accepted the Treasurer's report.

Quartermaster's Report – Attachment D

Vin Zike reported that Quartermaster profit for the past year was \$1742.48 with a net income of \$2,056.25. Quartermaster report will be attached to the minutes.

A motion was made, and seconded to approve the Quartermaster report as presented. The Membership approved and accepted the Quartermaster report.

2010 Slate of Officers

Regional Director Mid-West – Dean Hess has requested that he be replaced in this position. A call for nominations was placed. Commodore Mann nominated Chuck McCammon. Chuck declined based on his position as Vice Commander. Chuck McCammon then nominated Commodore Mann who declined as his Advisory position had him out of the country frequently. Chuck McCammon then nominated Phil Harris C/6-31 for the position of Mid-West Regional Director. Phil accepted the nomination, a motion was made, seconded and approved by the Membership to appoint Phil Harris as the Mid-West Director.

Quartermaster – Dale Mills was appointed by Commander Tapp in August 2010, the Membership approved Dale's appointment.

Sgt-at-Arms – John Howdeshelt was appointed by Commander Tapp in August 2010, the Membership approved John's appointment.

Adjutant – a call for nominations was placed. Hearing no nominations, Commander Tapp appointed Vin Zike to the position of Adjutant. Vin accepted and the Membership approved Vin's appointment.

Counsel – a call for volunteers of the legal profession from the Membership was placed to stand in waiting to assist with legal matters should the need arise. No volunteers stood.

Reunion Committee 2011 was finalized with Dale Mills assisting Sam Wetzel.

Reunion Committee 2012 was finalized with Ron Corson and Bill Owen assisting Karl Lowe.

By Laws – Attachment E

Commander Tapp reported that during the past year the Board of Directors and Officers have reviewed the By-laws of the Association to ensure that they are an accurate reflection of how this organization is conducting business. The revised By-laws were distributed at the check in process.

The floor was opened for discussion –

George Newcomb stated that in the future it would be nice if the changes were highlighted for ease in review. The comment was acknowledged and duly noted.

Hearing no other discussion a call for a motion was put to the floor.

John Mimms made the motion to accept the revised By-laws, seconded by Ron Corson. The membership accepted the revisions to the Association By-laws.

Constitution – Attachment F

Commander Tapp reported that 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. The revised Constitution was distributed at the check in process.

The floor was opened for discussion –

Chuck McCammon reported that all copies of Robert's Rules of Order copyright prior to 1915 are out of copyright and therefore the Constitution should be changed to remove the date of 1893 from the article and replace it with 1916. Out of copyright means the rules could be changed by anyone.

Hearing no other comments a call was put to the floor for a motion. A motion was made by John Mimms and seconded by Melvin Bates to accept the revised Constitution as presented. The membership accepted the revision to the Association Constitution.

New Business

A comment received from the floor that we neglected to address Old Business from the 2009 Membership meeting. The article in question was to entertain the purchase of Shanghai Bowl cups engraved for the Regiment's Medal of Honor recipients. Commander Tapp recognized that this item was missed from last year's meeting and reported that the Board of Directors will address this item in the coming year.

A request was made to have a stand of all our first time reunion attendees. A welcome and thanks for attending was extended to all first time attendees.

Noah Halfacre reported that Karl Lowe is working towards publishing the History of the 31st Infantry Regiment from 1916 through present.

Hearing no other business, a call for a motion to adjourn was put to the floor. John Mimms made the motion, seconded by Ron Corson and the Membership approved the conclusion of the 2010 General Membership Meeting of the 31st Infantry Regiment Association.

Respectfully submitted

Mary Doyon
Secretary, 31st Infantry Regiment Association

Distribution electronically with attachments:

Charlie Tapp, Commander
Chuck McCammon, Vice Commander
Karl Lowe, Sr. Director/Historian
Joe DeAngelis, Treasurer
Jack Considine, Membership Chair
Vin Zike, Adjutant
John Howdeshelt, Sgt-at-Arms
Sam Wetzel, Honorary Col of the Regiment

Regional Directors

Northeast - Ed Bettis
Mid-Atlantic - Bill Owen
Southeast - Noah Halfacre
Great Lakes – John McNichols
Mid-west – Phil Harris
West – David Wilson

Attachments:

Attachment B – 2011 Ft Benning, Columbus GA
Attachment C – Treasurer's Report
Attachment D - Quartermaster's Report
Attachment E - By-laws
Attachment F - Constitution

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

0700 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.

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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

**Jan 1 - Aug 17,
10**

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 | 190.00 |

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 | 1,690.50 |

Total Income 37,183.52

Expense

2010 Reunion Expense

| | |
|---------------------------|----------|
| Banquet | 1,000.00 |
| Emerald Bay Cruise | 1,820.00 |
| Registration | 1,244.30 |

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 | 1,987.05 |

Total Expense 20,579.52

Net Ordinary Income 16,604.00

Net Income 16,604.00

ATTACHMENT D

Quartermaster Report

| | <u>Aug '09 - Jul 10</u> |
|------------------------------------|-----------------------------|
| Ordinary Income/Expense | |
| Income | |
| Direct Public Support | |
| Individ, Business | |
| Contributions | 13.50 |
| Total Direct Public Support | <u>13.50</u> |
| Other Types of Income | 230.00 |
| sales | <u>3,472.00</u> |
| Total Income | 3,715.50 |
| Cost of Goods Sold | |
| Cost of Goods Sold | <u>1,972.92</u> |
| Total COGS | <u>1,972.92</u> |
| Gross Profit | 1,742.58 |
| Expense | |
| Contract Services | |
| Shipping reimbursed to CCC | <u>-368.00</u> |
| Total Contract Services | -368.00 |
| Operations | |
| Postage, Mailing Service | <u>54.33</u> |
| Total Operations | <u>54.33</u> |
| Total Expense | <u>-313.67</u> |
| Net Ordinary Income | <u>2,056.25</u> |
| Net Income | <u><u>2,056.25</u></u> |

ATTACHMENT E - BYLAWS
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,

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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
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 MEMEBERSHIP

- 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, 1915 edition or later in copyright, 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.