

**BY LAWS
OF
PARALYZED VETERANS OF AMERICA-
MOUNTAIN STATES CHAPTER AUXILIARY
(MSCPVA AUXILIARY)**

We, the Paralyzed Veterans Auxiliary of the Mountain States Chapter, do hereby associate ourselves together in order to promote the bonds of friendship and alliance among ourselves and others, to better understand and to see solutions for our common problems, and to better acquaint the general public with the fact that, despite their disabilities, they are men and women of ability and integrity and are capable as citizens of contributing their full share to our society.

**ARTICLE I
NAME**

Our association shall be known as the MSCPVA Auxiliary.

**ARTICLE II
MEMBERSHIP**

1. Regular Members: Any individual interested in the disabled, their problems, and their welfare, who so desires to be associated with the MSCPVA Auxiliary shall be eligible for membership as a regular member.

**ARTICLE III
OFFICERS**

1. OFFICERS: The officers of our association shall be a President, a Vice-President, a Secretary and a Treasurer.
2. ELIGIBILITY: Any member of the Auxiliary in good standing shall be eligible to hold office provided they abide by the following: pay dues, attend regular meetings, are not full members of MSCPVA, serve on an Auxiliary committee, and adhere to Standards of Conduct and Code of Ethics.

**ARTICLE IV
AMENDMENT**

These By Laws may be amended by a vote of 3/4th of those present at any regular meeting of Auxiliary provided, however, that no proposed amendment shall be voted upon unless it has been submitted at the preceding regular meeting and unless the membership has been notified in writing, such notice containing the name of the member proposing the amendment and the article and section of these By Laws to which it relates.

ARTICLE I
DUTIES OF OFFICERS

1. **PRESIDENT:** It shall be the duty of the President to preside at all meetings of the Auxiliary and to direct its affairs as its chief administrative officer, and the President is hereby authorized to appoint committees enumerated herein and such other committees as they may be deemed necessary.
2. **VICE PRESIDENT:** It shall be the duty of the Vice President to perform the duties and exercise the powers of the President during the absence of the President, and the Vice President shall assist the President in performance of their duties and shall be an ex-officio member of all committees.
3. **SECRETARY:** It shall be the duties of the secretary to record the minutes of each meeting of the Auxiliary and to carry on necessary correspondence.
4. **TREASURER:** It shall be the duties of the Treasurer to keep an accurate record of all income and expenditures and to bill and collect all membership fees. The Treasurer shall make no expenditures exceeding \$5.00 in one calendar month except those authorized by majority vote of the members of the Auxiliary. The Treasurer of the Auxiliary shall submit to the President of the parent chapter a yearly financial report for the purpose of filing income tax statements and financial reports to the National Paralyzed Veterans of America.
(Must be revisited-according to meeting minutes)

ARTICLE II
TERM OF OFFICE

2. The Officers of the MSCPVA Auxiliary will serve a two (2) year term effective October 1, 2011. For the inaugural year (2011), the Officers and Board will serve as the interim Board until October 1, 2011, effective February 23, 2011.
3. **Conflict of interest:** It is the determination of the MSCPVA Board of Directors (BOD) that full members of MSCPVA are excluded from serving as an Officer or in a Board of Director position for the Auxiliary. MSCPVA full members are eligible to sit on MSCPVA's BOD and thus could serve two positions simultaneously. This could become a conflict of interest to both MSCPVA and the Auxiliary.
4. The Auxiliary is required to be non-discriminatory in their membership admittance.

ARTICLE III **ELECTIONS**

1. TIME OF ELECTION: At the first regular meeting of the Auxiliary in September of each year, officers of the Auxiliary shall be elected by the membership provided that no election shall be held until the membership (those members not present at the meeting) has had at least seven (7) days' notice thereof in writing. The first election of officers of the Auxiliary shall be in 2011.
2. NOMINATIONS: Nominating Committee shall be appointed in June by the President. The Committee will announce the slate at the membership meeting in July. Membership will be notified in August mailing.
3. VACANCY: In the event of a vacancy in the office of the President, the Vice President shall succeed to that office, and in the event of a vacancy in the Secretary and Treasurer, the President shall appoint a new Secretary or Treasurer for the unexpired term.

ARTICLE IV **COMMITTEES**

The chairman of the committees of the Auxiliary shall be appointed by the President as needed.

PROGRAM COMMITTEE: Responsible for providing a program at October and February meetings. Will contact speakers; be responsible for any equipment speakers require. Will send speaker thank you note following presentation. Expenses for programs will be approved in advance by the MSCPVA Auxiliary Board.

MEMBERSHIP COMMITTEE: Will provide prospective members with information on Auxiliary. Will contact prospective members and invite to attend meetings. Will offer transportation if needed. Will provide name tags at meetings and greet new members.

WAYS AND MEANS COMMITTEE: Will provide suggestions for money making and will 'chair' money making events.

FRIENDSHIP 'HOSPITALITY' COMMITTEE: Will send cards for expressions of sympathy, good news, etc. Will maintain roster of significant dates of members.

LEGISLATIVE COMMITTEE: Will monitor and address legislative issues having impact on disabled population.

SCHOLARSHIP COMMITTEE: Will supervise MSCPVA Scholarship including developing criteria for awards.

SPECIAL EVENTS COMMITTEE: Will plan and organize special events in coordination with parent chapter board such as Annual banquet, VA Hospital Events, etc.

HISTORIAN: Will maintain history of Auxiliary with scrapbook containing significant pictures, news clippings, etc. The chairman of the Committees of the Auxiliary shall be appointed by the President as needed.

ARTICLE V **MEETINGS**

1. REGULAR MEETINGS: The regular meetings of the Auxiliary shall be held monthly.
2. SPECIAL MEETINGS: Special meetings of the membership may be called by the President at any time.
3. QUORUM: Five members which include two officers present at any meeting shall constitute a quorum for the transaction of all Auxiliary business.
4. VOTING: Each regular member present at any meeting shall have a vote on each matter presented to the membership for action. At the time of election officers, all paid up members are eligible to vote. There will be no proxy vote. At the time of the election, all paid up members shall receive a ballot by mail for the purpose of voting.
5. PROCEDURE: All meetings of the Auxiliary shall be conducted in accordance with these By Laws and in instance not covered therein; ROBERTS RULES OF ORDER shall govern.

ARTICLE VI **MEMBERSHIP FEES**

1. MEMBERSHIP FEE: Dues shall be determined each year by the Board.

ARTICLE VII **AWARD**

The MSCPVA Auxiliary Award shall be made in conjunction with the parent chapter Lifetime Achievement Award and shall be presented at the annual banquet. This Award shall be given to the individual, who in the opinion of the Auxiliary has been outstanding in their contributions to the disabled.

ARTICLE VIII **BYLAWS**

The Bylaws will be reviewed after one full year, then every three years thereafter.