



**Canyon Lake Area Chapter Blue Star Mothers
By-Laws
Adopted March 1, 2014**

ARTICLE I – NAME

The name of this organization shall be Canyon Lake Area Blue Star Mothers (CLABSM), State of Texas Chapter 7. This organization was chartered on February 10, 2007 under the Corporation of Blue Star Mothers of America, (BSMoA) Inc.

ARTICLE II – PURPOSE

The objects and purposes of the Blue Star Mothers of America, Inc., shall be patriotic, educational, social, and service; to maintain true allegiance to the Government of the United States of America; to be true to the high ideals of Democracy; to encourage the principles of universal liberty, equal rights, and full justice to all men.

ARTICLE III – GOVERNING DOCUMENTS

The Chapter's Governing Documents will be the Chapter By-laws and the Blue Star Mothers Inc. Governing Documents which include: the Constitution, the Bylaws, the Code of Conduct and the Chapter Affiliation Agreement between the National Executive Board and this Chapter.

ARTICLE IV – MEMBERSHIP AND ASSOCIATE MEMBERS

An individual is eligible for membership if –

- (1) She is a mother specifically defined as “any woman who filled the role of birthmother, Adoptive mother, Step-mother, Foster-mother, Grandmother, or Legal Guardian of a service member at any time in that service members’ life” who
 - (A) Is currently serving in any branch of the Armed Forces of the United States; or
 - (B) Have served and been discharged from the Armed Forces of the United States; and
- (2) She is citizen or legal resident alien (a permanent resident is someone who has been granted authorization to live and work in the United States on a permanent basis) living in the United States or a Citizen living outside the United States (stationed or living outside the United States).

Section 2: Individuals who do not qualify for Membership may join as Associate Members. Blue Star Dads will be considered Associate Members. These Associate Members are not required to pay dues nor do they have any rights to hold office or vote.

ARTICLE VI - DUES and ANNUAL MEMBERSHIP RENEWALS

Section 1: Dues are \$20.00 a year, with \$10.00 of those funds being sent to National. Associate membership is free.

Section 2: All members renew their Membership dues before the end of August each year. For Members joining between Jun 1 and August 31, the Membership fee will be effective through the following August.

Section 3: A Member is considered to be in good standing whose dues have been paid, who adheres to the Governing Documents and the Membership Oath, which was signed upon joining/renewal and has not received any written discipline within the last six (6) months.

Section 4: Membership cards will be issued by the Chapter Membership Chair to all Members in good standing and upon payment of the Membership fee.

Section 5: Transfers: If a member wishes to transfer to another Chapter/ Department, then the transferring Member shall complete a transfer application and submit to the Chapter/Department Financial Secretary of the Chapter/Department from which she wishes to transfer. The Chapter Financial Secretary will then verify that the applicant has paid her Membership fees or has attached a check to the copy of the transfer and forward to which the applicant is transferring.

ARTICLE VII – MEETINGS

Section 1: The regular meetings of the Canyon Lake Area Chapter will be held on the first Saturday of each month at 10:00am unless membership has been notified of change a month prior to the regular scheduled time.

Section 2: Special meetings may be called at the direction of the President, with approval of the Board and upon three days advance notice to all members.

ARTICLE VIII- FINANCIAL MATTERS

Section 1: The Executive Board will put forth a budget to the Membership each year for approval.

Section 2: Any expenditure not covered in the annual budget must be approved by the Executive Board and then brought before the membership for a vote prior to making the purchase.

Section 3: The President shall appoint an audit committee to audit the books after receipt of the August bank statement. This committee should be made up of three (3) members with one member who has previously served on the audit committee and one member being an officer of the Chapter.

ARTICLE IX- ELECTIONS AND OFFICERS

Section 1: The CLABSM year shall be September 1 through August 31. The chapter will hold an annual election of officers at the meeting in July. An officer shall hold office for a term of one (1) year, or until a successor is elected. An officer may serve additional terms in the same office, whether consecutively or non-consecutively as the need arises upon the request and with the consent of the chapter.

Section 2: A nominating committee shall be appointed by the President in May and shall be composed of four (4) members, one of whom must be an officer of the Chapter. They will submit their slate of nominees to the membership at the July meeting and nominations will be taken from the floor as well. The Election will immediately be held at the July meeting. A ballot is required if there is more than one nominee for any office, and a majority of the voting membership present will determine the elected officer. Installation of officers will take place in August.

Section 3: All members nominated for office shall be in good standing and voting rights are limited to qualifying Mother's only.

Section 4: The elected officers of this Chapter shall consist of President (the office of President is only open to members who have previously served at least one term in another board position.), 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary, and Treasurer. Any officer who is absent/out of contact for three consecutive meetings will be removed from office and replaced. The President may appoint the following officers: Chaplain, Membership Chairman and Sergeant-At-Arms.

Section 5: Vacancies: The Executive Board shall declare an office vacant upon a resignation, death or after 3 months of inactivity. The Executive Board shall appoint a temporary replacement for an elected officer until the next official vote.

ARTICLE X- OFFICER DUTIES

Section 1: President

- a) Represent the organization with dignity and impartiality;
- b) Attend local events including Veterans Day and Memorial Day ceremonies, Blue Star Mother's Conventions, etc;
- c) Preside at chapter meetings, board and committee meetings, etc;
- d) Be knowledgeable in the National and Chapter history and governing documents;
- e) Appoint non-elected officers, committee chairs, and nominating committee;
- f) Respond to Member questions, inquiries from other organizations, media, etc;
- g) Work with the Chapter Executive Board (CEB) and the Finance Committee (if in existence) to maintain financial income to support the various programs and projects;
- h) Provide support to all members of CLABSM Chapter and make contact with any new possible members; and
- i) Appoint an audit committee to audit books after receipt of August bank statement.

Section 2: Chapter First Vice President

- a) Assist and represent the President as necessary;
- b) Assist in the running of the chapter by communications when asked for input;
- c) Attend events and ceremonies whenever possible that the President invites you to attend;
- d) Represent the President when she is unable to attend and calls upon you to do so; and
- e) Assist in any other activities, projects when called upon by President

Section 3: Chapter Second Vice President

- a) Assist in the running of the chapter by communications when asked for input;
- b) Attend events and ceremonies whenever possible that the President invites you to attend;
- c) Represent the President when she is unable to attend and calls upon you to do so; and
- d) Assist in any other activities, projects when called upon by President

Section 4: Chapter Recording Secretary

- a) Record detailed minutes of the proceedings of the Chapter and Executive Board meetings; and
- b) Assist the President in transmitting documents.

Section 5: Chapter Financial Secretary

- a) Receive and deposit all monies received by the Chapter; and
- b) Transmit all bills to be paid either
 - i. with the authorization of the President and Executive Board Record or
 - ii. with the authorization of the Membership
- c) Maintain accurate financial records; and
- d) Received and process Membership applications, Roster Forms and dues received from the Chapter Members.

Section 6: Chapter Treasurer

- a) Pay all bills of the organization upon receipt of disbursement request; and
- b) Assure all checks are prepared properly and signed by herself and the Chapter Financial Secretary; and
- c) Maintain accurate financial records.

The Chapter President may appoint the following **officers** and their respective duties are:

Chapter Chaplain:

- a) Lead Devotional exercises; and
- b) Respond to and record all sickness and deaths that are reported; and
- c) Perform other duties as may be required

Corresponding Secretary

- a) Handle the general correspondence of the Chapter as directed by the President and Chapter Executive Board; and
- b) Compose all acknowledgements of donations, monetary or otherwise, and mail all acknowledgments to respective donors on behalf of the Chapter.

Chapter Membership Chairman:

- a) Coordinate with the Financial Secretary in the processing of Membership Applications; and
- b) Record Attendance at Chapter Meetings; and
- c) Issue Membership Cards; and
- d) Maintain Chapter Directory

Chapter Parliamentarian:

- a) Be knowledgeable of the most recent version of Robert's Rules of Order; and
- b) When requested by the Presiding Officer, give her opinion (based upon the parliamentary procedure contained in the most recent version of Robert's Rules of Order), although it should be noted that the final decision shall be made by the Presiding Officer.

Chapter Sgt.-At-Arms:

- a) Set up meeting rooms and maintain order during meetings; and
- b) Introduce guests during meetings; and
- c) Oversee elections; and
- d) Assist Chapter Officers during meetings.

The Chapter President may appoint the following **committee chairs**, which may include Associate Members, and their respective duties are:

Historian:

- a) Maintain a report of accomplishments of the Chapter each year; and

Hospitality:

- a) Enlist several members to bring refreshments to each meeting; and
- b) Coordinate the set and clean-up of refreshments at each meeting; and

Event Coordinator:

- a) Coordinate events, volunteers, etc as requested by the President; and
- b) Maintain an attendance of members for each event.

ARTICLE XI – EXECUTIVE BOARD

Section 1: The Executive Board of this Chapter shall consist of all elected officers and the immediate past president as an adviser.

Section 2: Hold at least six (6) meetings during the administration year

Section 3: Five (5) members shall constitute a quorum

ARTICLE XII - RULES OF ORDER

Roberts Rules of Order shall be the authority for the Chapter in all cases in which they do not conflict with the by-laws of the Chapter.

ARTICLE XIII- AMENDMENTS

These by-laws may be altered or amended at any regular or special meeting by a majority vote of the attending members, and the proposed changes having been read at the previous meeting or sent out in an email at least one (1) week prior to a meeting.