



# CANADIAN VIETNAM VETERANS ASSOCIATION

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[www.cvva.ca](http://www.cvva.ca)



## CONSTITUTION AND BYLAWS

### CONSTITUTION

#### ARTICLE I NAME

The name of the organization shall be "THE CANADIAN VIETNAM VETERANS ASSOCIATION." (Location)

**ARTICLE II** THE CANADIAN VIETNAM VETERANS ASSOCIATION is a civilian organization. The organization shall be absolutely non-political and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking public office or preferment.

**ARTICLE III** The objectives of this non profit fraternal association shall be:

- To assist - support Vietnam and Vietnam Era Veterans and their families.
- To bring about the unity of all who have served, and to kindle in them the spirit of comradeship and mutual help.
- To perpetuate the memory and deeds of the fallen.
- To foster international peace and good will.
- To assist-support Vietnam Veterans in obtaining benefits through the U.S. Government and/or agencies.

#### ARTICLE IV MEMBERSHIP

- Membership in the C.V.V.A. shall be as prescribed by the membership regulation in the Constitution of the C.V.V.A.
- Dues shall be paid annually or for life.
- A non-resident membership shall be available to eligible persons who are not resident in the immediate vicinity of any existing chapter. Dues for this non-resident membership shall be uniform with Chapter dues.

#### ARTICLE V ASSOCIATION CONVENTIONS

- The legislative body of the organization shall be an Association Convention to be held annually at a place and time determined by the preceding convention, or in the event that the preceding convention does not fix a time and place, such shall be fixed by the Executive- Committee. Due notice shall be sent each member not less than forty( 40)days prior to such time as determined. The President, or in his absence, the Vice-President shall act as presiding officer of the convention. -
- A special Annual Convention shall be called at any time by the President upon the application of not less than two-thirds of the members in the Association.

**ARTICLE VI ASSOCIATION OFFICERS**

- The April General Meeting shall elect a President, Vice President, Secretary, Treasurer, Membership Chairman, and Sergeant-at -Arms.
- Appointed positions listed, but not limited to, shall be named and approved by the general membership during the April General Meeting. The positions are: Public Relations, Post Historian, Special Events Coordinators (2), National and International Liaison, POW/MIA Representative, Veterans Affairs Representative, and Webmaster.
- Additional or vacated appointed positions may be approved by the Executive and brought forth at the next general meeting for action.
- Vacancies in any of the elected offices, occurring between the April General Meetings shall be filled by the Executive Committee. Should the office of President be declared vacant for any reason, the Vice President shall function in his stead until the next regular election.

**ARTICLE VII VOTING**

- Voting will be by secret ballot.
- Ballots will be counted by no less than two (2) members and no more than three (3) members representatives of another veteran organization i.e. (ANAF, RCL, Korean Vets Assoc).
- Ballots will be destroyed after the election.

**ARTICLE IX FINANCE**

- The revenue of the C.V.V.A. shall be derived from annual membership dues and from other sources as may be approved by the Executive Committee.
- The amount of such annual membership shall be determined by each Annual Convention for the ensuing year.

**ARTICLE X RULES OF PROCEDURE**

- All proceedings of this organization shall be conducted in accordance with the provisions of the Constitution and pursuant to "Roberts Rules of Order", (Unless herein otherwise provided).

**ARTICLE XI AMENDMENTS**

- This constitution may be amended at the Annual Convention by a vote of two-thirds of the total authorized representation thereat, provided that the proposed amendment shall have been submitted to the Executive Committee at least thirty (30) days prior to the convening of the next Annual Convention; and, provided further, it may be amended by unanimous vote of the authorized representation at any Annual Convention without notice. Amendments shall become operative upon adoption.

**ARTICLE XII ELEGIBILITY TO MEMBERSHIP**

**REGULAR ACTIVE MEMBER**

Service or ex-service personnel who served with the U.S. Armed Forces during the Vietnam Conflict Era (1959-1975) and can produce a DD214 document.  
Persons who served in the Canadian Forces in Vietnam with the ICC (International Control Commission) and the ICCS (International Commission of Control and Supervision) shall be deemed as Allied Forces and serve as regular members providing they are able to produce the proper documentation.

**HONORARY REGULAR MEMBER**

Persons who served in the military, Canada, United States, or Allies may be eligible for "Honorary" Regular Membership, subject to the approval by the Regular Members. Entitled to participate in general meetings. Entitled to vote on motions concerning social functions, and can be appointed to committees.



**ASSOCIATE MEMBERSHIP**

- Persons related by blood or marriage to regular members.
- Persons who served as civilians in Vietnam during the Vietnam Conflict.
- . Persons who supports the purposes and objectives of the Canadian Vietnam Veterans Association Undertakes to support the activities of the Canadian Vietnam Veterans Association.
- Persons applying for membership must be sponsored by a regular member.
- Entitled to participate in general meetings. Entitled to vote on motions concerning social functions, and can serve on committees.

-**ANNUAL MEMBERSHIP** Dues are \$25.00. Lifetime \$150.00. The membership year runs from January 1 ", through to December 31 ", of that year. New members joining at any date after January 1 ", will be required to pay the full year dues for the remaining balance of the membership year.

**GENERAL GUIDELINES**

- All memberships are to be approved by the membership committee and put forth at a general meeting for acceptance or rejection.
- All membership applications are to include proof of service. The documentation submitted will not be made available to the general membership, but will be held in confidence and on file by the membership committee.
- All memberships require sponsorship by a regular member.
- Members shall be formally introduced when application to the Canadian Vietnam Veterans Association is approved, and their dues are paid.

**ARTICLE XIII MEMBERSHIP JURISDICTION**

CANADIAN VIETNAM VETERANS ASSOCIATION (Manitoba) jurisdiction will be the provincial boundaries of Manitoba.

**BY-LAWS**

**ARTICLE I**

**DUTIES OF OFFICERS**

**PRESIDENT:** The Association President shall be the Executive Head of the Association, with full power to enforce the provisions of the Association's Constitution and By-Laws and the will of the Association Convention.

- will chair all General and Executive Meetings.
- will not be eligible to vote on policy decisions. Will only cast the deciding vote in the event of a tie.

•**VICE-PRESIDENT:** Will assume the duties of the President in his absence.

- will aid the President in his duties when needed.
- will fulfil requests as directed be the President and all other assigned duties.

**SECRETARY:** Will be in charge of all General and Executive meetings minutes and recordings.

- will be in charge of all correspondence.
- will maintain the Constitution and By-Laws of the Association.

**TREASURER:** Will insure all monetary transactions for the Association are documented and accurately reported at each meeting.

- will submit a report at the monthly meetings regarding income, expenditures, and debts.
- will present at each meeting an up to date financial statement for examination by the executive and the general membership.

**SERGEANT-AT-ARMS:** To act as the Parade Marshall at all events where the C.V.V.A is the host unit.

- to act as Chief of Security at all events.
- to act as Chief of the Color Party and take care and control of the colors at all special events.
- to make arrangements for participation in special events, as well as coordinating the Color Guard and Honor Guard protocol and practices.
- to maintain order at meetings and functions.

**MEMBERSHIP:** To keep an up to date file of membership information.

- to issue membership cards and renewal notices.
- to send out information to prospective members ..
- to collect membership dues.
- shall maintain a copy of the members eligibility documentation or have access to them through the Secretary.

## **ARTICLE II**

### **COMMITTEES**

Shall be appointed by the Executive committee and approved by the general membership. All committee chairpersons or representative of these committees will report monthly in writing, e-mail, or in person. A written report is required for the Secretary's files.

**PUBLIC RELATIONS:** To act as spokesperson and media liaison as instructed by the Executive Committee and/or General membership.

- to act in the best interest of the Canadian Vietnam Veterans.
- Cannot put forth his/her own personal opinions but may only present those of the CVVA.
- Must represent the organization in an honourable fashion at all times, and report all communications to the executive board.

**NATIONAL AND INTERNATIONAL LIAISON:** To maintain contact through correspondence, e-mail and CVVA Website with other Veteran organizations on a National and International level.

- to report monthly to the executive and the membership about National and International matters affecting the CVVA.

**POW/MIA REPRESENTATIVE:** To keep abreast of all information pertaining to the POW/MIA issue, -to report relevant information.

- to co-ordinate with Special Events officers when required.

**VETERANS AFFAIRS REPRESENTATIVE:** To liaison with Department of Veterans Affairs office in U.S./Canada when needed and represent members in need.

- to keep abreast of all new legislation affecting V.A. benefits.
- to act as information officer to the membership regarding V.A. claims and benefits.

**WEBMASTER** Maintain the website and keep it current and up to date. To collect, research, compile all pertinent data and information on Vietnam Veterans and military affairs and post it on the website.

**ARTICLE II**

**COMMITTEES (Continued)**

**BEREAVEMENT COMMITTEE:** Shall see to mailing or delivering an appropriate card to any family member during the time of need.

- will upon a members death, send proper obituary to the proper publications.
- will see to working with Veterans Affairs on any burial benefits, including such as a flag, certificate, or any other appropriate details.
- will coordinate with the Honor Guard for ceremonies upon request.

**ARTICLE III**

**DISCIPLINARY ACTION:**

Charges for disciplinary action or dismissal must be brought to the attention of the Executive Committee. The Executive Committee will decide if the charges warrant being brought before the general membership for discussion at the subsequent or following meeting (within 30 days). The charges will be discussed before the general membership., which will then ask for or against disciplinary action/dismissal.

**ARTICLE IV**

NO MEETING CAN BE HELD WITHOUT A QUORUM OF FOUR ( 4) REGULAR MEMBERS.

**ARTICLE V** All Association officers who have not paid their annual dues prior to January 1 ". of each year shall be considered ineligible to hold office during the balance of the fiscal year. Members who have not paid their dues by January 1 ", will lose the right to vote until their dues are paid.

**ARTICLE VI** Committee chairmen must have a detailed monthly report on the portfolio that he/she is in charge of.

**ARTICLE VII** Chairmen are responsible for the committee that they hold. No other member may infringe upon that portfolio without prior knowledge and consent of the person holding that position.

**ARTICLE VIII** Election nominations to come to the floor. A seconder is not required .

**ARTICLE IX** Elections are to be held at the first General Meeting in April.

**ARTICLE X** Annual Convention will be held the first weekend in June closest to the Charter Date.

**Revised as of 30 March 2011**