



North Carolina National Guard Officer Candidate School Alumni Association



BY – LAWS

1. GENERAL: By-Laws governing the operation of the Association are promulgated for the information and guidance of all concerned. Members and their families and guests are enjoined to observe the spirit and intent of the by-laws. Members shall be held personally responsible for the conduct, deportment and orientation of members of their families and guests.

2. SUGGESTIONS AND COMPLAINTS: All suggestions, complaints and recommendations regarding the affairs of the Association or for removal from office of Board Members will be made in writing and submitted to the Board, to the President, Vice President, Sgt at Arms, Active Board Member, Secretary, or Treasurer, or to any member of an appropriate committee of the Association Board.

3. CONDUCT AND CORRECTIVE ACTION:

A. Reports of conduct unbecoming a member, will be presented in writing to the President of the Association. The Association Board will review the report, and the individual will be given the opportunity to review the report of conduct with the Association Board. If the Board believes membership termination is a viable option for consideration, the individual may request a hearing of the Board.

B. All evaluation for conduct unbecoming will be completed within 60 days after the report is initially given the President of the Association. The date of receipt of the written conduct report by the Association President is the date of record for initiation of the evaluation.

C. After the review of the report by the Association Board and discussion with the reporting individual, the Association Board will render its decision on retention of or termination of membership.

D. Consideration for re-admittance of a terminated member will not be considered before a period of one year has elapsed after the termination date. The individual must request for and submit a new application for membership to the Association Board for review. If the application is approved, the individual will be granted all privileges of membership once annual dues are submitted. Dues in arrears may be pro-rated based on date of application.

4. DRESS CODES:

A. The uniform for meetings will be the uniform prescribed for the duty day (Active Military)(Inactive/retired proper civilian attire for conducting business), unless after duty hours, at which time civilian attire may be worn.

B. Dress Blues/Formal Mess attire, or Class A Uniform with white shirt and bow tie, will be worn for such functions as determined by the Board.

C. Civilian clothes to suit the occasion when functions are held requiring it.

D. The Board will designate the dress for other Association events and occasions for fellowship.

5. FUNDS:

A. The President of the Association is the contracting officer for the Association with the approval of the Board to execute contracts obligating the Association and to authorize the Treasurer to expend Association Funds as authorized by the Constitution and By-Laws of the Association.

B. Contracts and expenditures of \$500.00 or less may be made without approval of the Board however, all contracts and expenditures are subject to ratification by the Board, as stated above.

C. The Treasurer and the President will sign all checks, (or designated alternate appointed by the Board if applicable). All moneys, checks and/or negotiable instruments made payable to the Association will be deposited in such account or accounts for which these moneys, etc. are intended.

E. The Treasurer will keep an accurate record of all receipts and expenditures including a Board Book recording all financial transactions. All cash received, regardless of source, will be recorded in this journal. All disbursements, including disbursement from petty cash funds, will be recorded by the Treasurer in such a manner that financial reports will indicate the status of each function within an account. (i.e. petty cash, dinner dance, dining-in, member plaques, as examples of "functional areas" within the operations accounts; fees, renovations, purchases of equipment are examples of items affecting facility improvements.)

F. The fiscal year of the Association will begin on the 1st day of January, and end the 31st day of December of the same year. Within thirty (30) days after the end of each fiscal year the Treasurer will submit a complete financial report to the Board, which will include the assets and liabilities of the Association as of end of the fiscal year and receipts and expenditures of the Association during the fiscal year. A copy of said report will be furnished to each of the active members. A financial report shall be rendered to the Association membership at each scheduled meeting.

G. The financial records and accounts of the Association will be provided to Chief Auditor, North Carolina Department of Crime Control and Public Safety at the conclusion of each fiscal year for the purpose of review/audit. The report of said audit will be submitted to the Board. The Board will ensure the audit is available to the general membership.

6. NGAUS/NCNGA MEMBERSHIP. The Association Board has no responsibility for payment of said memberships, and each individual must submit personally to those organizations for acceptance into their organizations.

7. QUORUM:

A. A quorum for the approval/denial of an amendment to the Constitution and/or By-Laws will be more than 50% of the total Active Members present or by proxy.

B. A Quorum for the Association Board Meeting is four (4) members, which must include the President.

8. ASSESSMENTS: Special assessment may be made upon the membership when conditions exist as determined by the Association Board that it is necessary. Approval of the assessment must be made by a majority affirmative vote of a quorum of the voting membership as stated in 7A above. Non-payment of assessment will be considered as non-payment of dues and will be treated accordingly.

Approval of the BY LAWS:

President : _____

Vice President: _____

SGT at Arms: _____
(As determined by the association membership)

Date of Approval: _____