

**UNIFORM BY-LAWS FOR CHAPTERS OF THE INTERNATIONAL AUXILIARY  
OF THE NON COMMISSIONED OFFICERS ASSOCIATION  
OF THE UNITED STATES OF AMERICA**

**Preamble** - Having a keen sense of responsibility, being true Americans, and bearing in mind the Creed of the Non Commissioned Officers Association (NCOA), the members of the International Auxiliary do band together to aid, assist, and promote in all manners pertaining to the welfare, social, and patriotic work, for the benefit of the Non Commissioned Officers Association, its members, and their families. Thus, do we associate and declare these principles to be the foundation and the Constitution of the NCOA International Auxiliary.

**Purpose** - The purpose of the NCOA International Auxiliary is to aid, assist, and promote in all matters pertaining to welfare, social, and patriotic work for the benefit of the NCOA, its members and their families, and the NCO/Petty Officer Corps.

**Responsibility** - The NCOA International Auxiliary will conduct its affairs as a branch of the NCOA International Headquarters, subject at all times to the general supervision and regulations of the International Board of Directors.

**ARTICLE I**

The name of the Auxiliary Chapter will be: \_\_\_\_\_.

**ARTICLE II**

**MEMBERS**

**Classes of Members** - The NCOA International Auxiliary shall have one class of members designated as voting members. Voting members of the Auxiliary shall include spouses/former spouses, widows/widowers, and family members 18 years or older of enlisted service members of the Armed Forces of the United States of America, whether Active, Retired, Veteran, Reserve or National Guard in pay grades E-1 through E-9 or of persons who are in such pay grades at the time of their discharge or who honorably served in those pay grades during their service.

**Qualification for Voting Membership** - Members shall be qualified for membership who meet the requirements as set forth above, and acceptance of his or her application by the Secretary of the Auxiliary, or his or her duly authorized representative, and the entry of his or her membership upon the records of the NCOA International Auxiliary at the registered office of the NCOA shall be final and conclusive proof of such membership, voting rights, and privileges.

**Voting Rights** - Each member described under Classes of Members above shall be entitled to one vote on each matter submitted to a vote of the members.

**ARTICLE III**

**Officers/Trustees and Term of Office** - The Officers of the Auxiliary Chapter shall be Chairman, Vice Chairman, Secretary, and Treasurer. The Officers shall be elected from among the elected Trustees and will serve for a period of one to three years. However, if an Officer/Trustee resigns or is transferred, a replacement shall be elected at the next duly called meeting. Auxiliary Trustees will be nominated and elected by majority vote of members in attendance at any General Membership Meeting. Officers/Trustees of the Auxiliary Chapter may be removed by action of the Executive Committee of the International Board of Directors.

## ARTICLE IV

### DUTIES OF OFFICERS/TRUSTEES

(1) **Chairman** - The Chairman shall call all meetings, shall preside at all business meetings, and at any other meetings for which a Chairman has not been authorized. The Chairman shall put to vote all questions that are moved and shall decide all questions of order. The Chairman shall make no motion, nor vote on any questions unless the Auxiliary Chapter is equally divided, at which time the Chairman shall cast the deciding vote. The Chairman shall appoint the Coordinators of all Standing and special Committees. The Chairman should call a meeting of the Executive Committee once a month; and shall notify all Executive Board members of regular or special meetings. The Chairman shall be the liaison between the International Headquarters and the Auxiliary Chapter on all matters pertaining to the Auxiliary.

(2) **Vice Chairman** - The Vice Chairman shall act as Chairman in the absence of the Chairman. The Vice Chairman shall succeed the Chairman at any time the Chairman is unable to complete a full term of office. The Vice Chairman shall also be responsible for dispatching get-well cards and messages of condolence or congratulations to Auxiliary members or their immediate families as appropriate. The Vice Chairman shall be responsible for presenting the reports of any of the elected officers, as given, in the event of their absence at an Executive Board or General Membership Meeting.

(3) **Treasurer** - The Treasurer is responsible for safekeeping of all local property and other assets belonging to the Auxiliary Chapter and/or International Headquarters and must control the chapter's funds in accordance with Headquarters' AFCAP Directive. In the event of the Treasurer's absence at an Executive Board or General Membership Meeting, the Treasurer shall be responsible for assuring that all records/reports are submitted to the Vice Chairman for presentation.

(4) **Secretary** - The Secretary shall be the custodian of the permanent records of the Auxiliary Chapter, except those records pertaining to the chapter's finances. The Secretary shall record all Minutes of Meetings and prepare and submit as required to the Chairman for signature and approval. (Both the General Membership Meeting Minutes and the Executive Board Meeting Minutes will be prepared in original and copy - the originals will be submitted to the International Headquarters, the other copies will be held in the chapter's Permanent Records by the Secretary. Both the Executive Board and General Membership Minutes will reflect signature of current Chairman and Secretary.) The Secretary shall have the Minutes Book of the General Membership meetings available so that reference can be made to Minutes of past Meetings. The Secretary shall keep a list of all chapter officers/trustees, including their addresses and telephone numbers and maintain current list of active Auxiliary chapter members. In the event of the Secretary's absence at an Executive Board or General Membership Meeting, the Secretary shall be responsible for assuring that all records/reports are submitted to the Vice Chairman for presentation.

## ARTICLE V

**Committees** - The Chairman has the authority to appoint committees, i.e., programs, entertainment, public relations, awards and other committees as necessary to carry out the activities of the Auxiliary Chapter.

## ARTICLE VI

**Executive Committee** of the Auxiliary Chapter shall be composed of officers/trustees of the Auxiliary Chapter and shall serve as the governing body of the Auxiliary Chapter. Meetings of the Executive Committee should be held monthly. It shall be the responsibility of the Executive Committee to set the date, hour, and place of the General Membership Meeting. Actions of the Auxiliary Chapter's Executive Committee may be overruled by vote of the General Membership of the Auxiliary Chapter.

## ARTICLE VII

**Minutes** - The Auxiliary Chapter will submit a copy of the Minutes of all meetings to the NCOA International Headquarters (Attn: Chapter Services).

## ARTICLE VIII

**Disbursements** - All lawful finances of the Auxiliary Chapter will be paid by check, signed jointly by two of the three authorized signatures. Treasurer, Chairman or Vice Chairman must be two of the three signatures). All funds will be deposited in an established chapter bank account in compliance with the Headquarters' directive Association Finances Chapter Accounting Procedures (AFCAP) in the name of the "Non Commissioned Officers Association of the United States of America, \_\_\_\_\_ Chapter." Name and address of all bank accounts together with all three signatures and all changes thereafter, shall be filed with International Headquarters. Treasurer's accounting of chapter funds shall be forwarded quarterly on forms and as prescribed by International Headquarters.

## ARTICLE IX

Auxiliary Chapters may require local membership dues not to exceed \$1 per month and no part of said local dues is required to be sent to International Headquarters except in the case of dissolution set out in Article XIV.

## ARTICLE X

**Membership Cards** - International Headquarters provides membership cards for the Auxiliary Membership.

## ARTICLE XI

**By-Laws, Amendment Thereto** - No individual chapter is authorized to make amendments, deletions, or additions to these By-Laws. Chapter members may not enact local rules or other requirements pertaining to the Auxiliary membership (except as stipulated in Article IX).

## ARTICLE XII

**Special Programs and Projects** - The normal programs and projects of the Auxiliary Chapter shall be under the control of the Executive Committee of the Auxiliary Chapter, but in the case of any continuing fund raising activities or activities expected to raise more than \$500, such projects shall be submitted to the International Headquarters for review and approval prior to implementation.

## ARTICLE XIII

**Conduct of Meeting** - All meetings will be governed by Robert's Rules of Order, latest edition, and in all matters which must be decided by vote, the majority vote of members in attendance at a duly called meeting will govern.

## ARTICLE XIV

**Dissolution** - Upon dissolution of this Auxiliary Chapter, the Chairman (or highest ranking officer) shall render a final financial accounting and forward all records, property, and funds to NCOA International Headquarters (Attn: Chapter Services).

## ARTICLE XV

**Political Activity** - Auxiliary Chapter Officers/Trustees or individual members shall not use the name of the Auxiliary Chapter or the NCO Association or its influence, directly or indirectly, in any political election or activity, with the exception of voter registration.

## ARTICLE XVI

**Compensation** - No Auxiliary Chapter assets of any nature shall ever be accepted by any member for services as Officer/Trustee or Committee Coordinator, all such duties being honorary and publicly recognized as contributed in the highest tradition of the Noncommissioned and Petty Officer Corps for the benefit of fellow members, the local military and civilian community, and the high purposes of the NCOA. No part of the income of the Auxiliary Chapter shall inure to the benefit of a member of the Chapter.

## **ARTICLE XVII**

The Auxiliary Chapter shall not be subordinate to the NCOA Regular Chapter but shall report directly to International Headquarters.

## **ARTICLE XVIII**

All Officers/Trustees of the Auxiliary Chapter shall be required to execute the Oath of Office and Code of Ethics.

## **ARTICLE XIX**

It is understood that activities on any military reservation are subject to the continuing consent of the commanding officer of the installation involved and that neither the NCOA or its local Chapter/Auxiliary Chapter are instrumentalities of the United States government or the military services.

**ACCEPTED AND ADOPTED** as Uniform Chapter By-Laws, by majority vote of members attending duly called meeting of the \_\_\_\_\_ Auxiliary Chapter, held on the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ (location).

**AFFIRMATION OF AUXILIARY OFFICERS/TRUSTEES**

We, the undersigned officers/trustees, do each affirm that we adopt these NCOA International Auxiliary Chapter Uniform By-Laws, subject at all times to general supervision and regulation of the International Board of Directors; and agree to perform all duties to the best of our abilities until relieved by voluntary resignation, or relieved by direction of the International Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chairman's Name (print)/Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP  
\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Phone Numbers (Home/Cell)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Vice Chairman's Name (print)/Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP  
\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Phone Numbers (Home/Cell)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Secretary's Name (print)/Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP  
\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Phone Numbers (Home/Cell)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Treasurer's Name (print)/Member #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP  
\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Phone Numbers (Home/Cell)

\_\_\_\_\_  
E-Mail Address

**CHAPTER MAILING ADDRESS**

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