



C Troop 2/17th Cavalry



By-Laws of the Condors Alumni Association



**THE BY-LAWS CONTAINED HEREIN AS AGREED
UPON BY THE MEMBERS AND ELECTED OFFICERS
OF THE CONDOR ALUMNI ASSOCIATION (C TROOP
2/17TH CAVALRY) AND WILL REMAIN IN EFFECT
UNTIL SUCH TIME AS THE BY-LAWS ARE UPDATED
IN THE FUTURE BY THE MEMBERSHIP**

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ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization shall be known as “Condors Alumni Association”

ARTICLE II: OBJECTIVE

“Condors Association Objective”

It shall be the objective of the Condors Association to preserve the memory, history and honor of those who served with C Troop, 2/17th Cavalry, 101st Airborne Division, before, during and after the Viet Nam War; to maintain and strengthen the camaraderie that distinguished the soldiers that served with the Troop; to provide for the research, dissemination and preservation of information concerning Association members and assist members in locating others with whom they served; to sponsor and coordinate periodic reunions to preserve and promote the “Condor spirit” and traditions among all veterans that served with C Troop 2/17th Cavalry and those who serve with C Troop in the future.

ARTICLE III: MEMBERSHIP

ARTICLE III SECTION 1 – MEMBERSHIP STATEMENT

IT SHALL BE THE INTENTION OF THE CONDORS **Alumni** ASSOCIATION TO WELCOME WITH OPEN ARMS, ANY PERSON, REGARDLESS OF AGE, RACE, SEX, RELIGION, ETHNIC HERITAGE, OR NATIONAL ORIGIN, THAT SERVED WITH C TROOP, 2/17TH CAVALRY, EITHER BEFORE, DURING OR AFTER THE VIET NAM WAR.

ARTICLE III SECTION 2 – TYPES OF MEMBERSHIP

1. **REGULAR MEMBERSHIP:** Regular Membership shall be available to all persons that served in any capacity, with C Troop, 2/17th Cavalry, before, during or after the Viet Nam War. A Regular Membership shall be required to pay dues annually and shall be allowed to vote on Association business and hold an elected position. Regular membership may be revoked at any time the Association has just reason to believe such action is necessary.
2. **ASSOCIATE MEMBERSHIP:** Associate membership shall be available to all persons interested in belonging to the Association, so long as they abide by the Association Objective and any established rules and regulations created by the Association Membership. Associate membership shall also be extended to any surviving family member of deceased veterans that served with C Troop 2/17th Cavalry, regardless of the time period when the deceased member served. Associate members shall have all the rights and privileges of a regular member, except the right to vote on Association business or hold elected office. An Associate member may be appointed to Association Committees by the Commanding Officer. Associate membership may be revoked at any time the Association has just reason to believe such action is necessary.
3. **HONORARY MEMBERSHIP:** From time to time, it may become necessary to award membership to those persons who have performed an outstanding service for the good of the Association. The honorary member will have all the rights and privileges of a regular member, except the right to vote on Association business or hold office. An Honorary member may be appointed to Association Committees by the Commanding Officer. Honorary membership shall be for life, but may be revoked at any time the Association has just reason to believe such action is necessary.
4. **NO MAN LEFT BEHIND CLAUSE:** A CONDOR holding Regular Membership status that fails to pay the annual dues will revert to ASSOCIATE MEMBERSHIP status pending bringing their dues up to date. If the financial status of a CONDOR warrants it and approved by the Board of Directors that member's dues will be paid for by the Association.

ARTICLE III SECTION 3 – MEMBERSHIP DUES

The Association reserves the right to levy dues on its membership in order to pay for Association expenses. The dues for Regular Membership shall be determined by the membership on an annual basis. The Associate and Honorary Membership will have no dues assessed. The Association membership voted unanimously to assess each Regular Membership the annual fee of \$25.00. Dues are due during the month of March of each year.

ARTICLE III SECTION 4 – CHANGES IN MEMBERSHIP AND DUES

The Association reserves the sole right to change the types of membership offered and the amount of dues to be assessed to each type of membership, as it deems necessary, on an annual basis and voted on by the Association Membership.

ARTICLE IV: ORGANIZATIONAL STRUCTURE

The Association will consist of the following officers (Board of Directors):

- Commanding Officer
- Executive Officer
- Recording Officer
- Finance Officer
- Treasurer
- Parliamentarian Officer
- Chaplain

The Commanding Officer, Executive Officer, Recording Officer, Finance Officer and Treasurer shall all be elected officers. All others shall be appointed by the Commanding Officer. Other appointed offices may be added by the Commanding Officer for the good of the Association.

ARTICLE V: OFFICER'S / EXECUTIVE BOARD DUTIES

ARTICLE V SECTION 1 – DUTIES OF THE COMMANDING OFFICER

- A. Shall preside over all meetings of the Association
- B. Shall appoint all committee and sub-committees.
- C. Shall be an ex-officio member to all appointed committees.
- D. Shall not vote, except for a deciding vote in the event of a tie
- E. Shall enforce the By-Laws.

ARTICLE V SECTION 2 – DUTIES OF THE EXECUTIVE OFFICER

- A. Shall assume the duties of the Commanding Officer in his/her absence.
- B. Shall perform all duties assigned by the Commanding Officer.
- C. Shall be an ex-officio member to all committees appointed to him by the Commanding Officer.

ARTICLE V SECTION 3 – DUTIES OF THE RECORDING OFFICER

- A. Shall keep an accurate record of minutes at all meetings. The official minutes shall be available at every meeting. In the event the Recording Officer is unavailable, the minutes will be kept by another attending officer and turned over to the Recording Officer for the official record.
- B. Shall conduct a Roll Call of officers at each meeting and enter results into the official minutes.
- C. Shall receive and process applications for membership, issue validated membership cards and to notify the Membership Committee of any assessment (dues) that has become delinquent.
- D. Shall attend to all Association correspondence, not pertaining to an individual Association officer. Inform all officers of pertinent information needed from general correspondence.

ARTICLE V SECTION 3.1 – DUTIES OF THE TREASURER

- A. Shall maintain a check off membership list to record the membership status of each member. This membership list will only be available to the Association officers and the Membership Committee but the Treasurer shall prepare a generalized membership report for the annual membership meeting.

- B. Shall collect dues, donations and all other incomes and deposit such funds in authorized association bank accounts.
- C. Shall maintain all Association bank accounts and issue checks for the payment of Association bills and reimbursements to Association officers for authorized expenses they incur while performing Association business.
- D. Shall submit a quarterly report to the Finance Officer
- E. Shall send out reminders of delinquent dues
- F. Expenses of more than \$500.00 will require the approval of two Board of Directors, The Treasurer and either the Commanding Officer or Executive Officer.

ARTICLE V SECTION 3.2 – DUTIES OF THE FINANCE OFFICER

- A. Shall complete and maintain all forms and records required for state and federal tax exemptions, mailing permits and other financial form.
- B. Shall issue a quarterly financial statement to the Commanding Officer and Executive Officer and to present a financial report to the general membership at the bi-annual (every two years) membership meeting after approval by the Executive Board. For the years in between the general membership meeting / reunions a “Financial Condition” of the association report is to be made available to the membership. (A form for this purpose will be drafted)
- C. Shall prepare the yearly budget and submit it to the Executive Board.

ARTICLE V SECTION 4 – DUTIES OF THE CHAPLAIN

- A. Shall administer prayer at meetings and formal dinners.
- B. Shall officiate at any Association memorial services.
- C. Assist and guide members as needed

ARTICLE V SECTION 4.1 – DUTIES OF THE PARLIAMENTARIAN

- A. Shall act as a consultant and advise the presiding officer and other officers, committees and members on matters of parliamentary procedure.
- B. Shall be able to consult on manners pertaining to the Condors By-Laws and Robert Rules.

ARTICLE VI: MEETINGS

There shall be one general membership meeting to be held in conjunction with scheduled reunions which will be held every two years (Bi-Annual). If necessary, to conduct pertinent Association business, the Commanding Officer may call for an emergency meeting via any mode possible. The Executive Board (Officers of the Association) will meet as situations affecting the Association present themselves via conference call / e-mail or other means to conduct pertinent association business.

ARTICLE VI SECTION 1 – ORDER OF BUSINESS

The Associations order of business shall be:

- A. Call to order.
- B. Salute to the Flag
- C. Opening Prayer
- D. Roll call of officers
- E. Parliamentary procedures defined
- F. Reading of minutes from last meeting which may be accepted as read or accepted with necessary corrections
- G. Recording Officers report
 - a. Correspondence/Communications
 - b. Membership report
- H. Treasurer report
 - a. Financial report
- I. Financial Officer report
- J. Chaplain's report
- K. Special committee's report
- L. Old business
- M. New business
- N. Good of the Association
- O. Adjournment

ARTICLE VI SECTION 2 – RULES OF ORDER

- A. All meetings shall be conducted in accordance with simplified Parliamentary Procedures base on Roberts Rule of Order.
- B. The Commanding Officer shall preside over all meetings. In his/her absence the line of succession shall be Executive Officer, Recording Officer, and Treasurer.

ARTICLE VI SECTION 3 – CONDUCT OF MEMBERS

- A. Members shall come to order when called by the Commanding Officer
- B. Members shall not interrupt any member while they have the floor.
- C. Members shall not use profanity during Association meetings.
- D. A sergeant at Arms shall be appointed at each meeting to maintain order.

ARTICLE VII: NOMINATIONS AND ELECTIONS

Nominations and election of Association officers will be conducted in the following manner:

- A. Two (2) months prior to the general membership meeting, anyone wishing to nominate a member for office, shall notify the Recording Officer of such nomination so the nominee can be notified to accept or refuse.
- B. The nominee shall only be a Regular Member in good standing.
- C. Ballots shall be made up and distributed during the reunion registration and the candidates will be voted upon only by Regular Members in good standing. The ballots shall be collected and counted by an election committee appointed by the Commanding Officer. All newly elected officers will assume office thirty (30) days after the close of the bi-annual reunion.
- D. In the event of an officer resigns or is removed from office or membership in the Association, a new officer shall be appointed to that vacancy, by the remaining officers, until an election can be held at the next membership meeting.
- E. Term of Office for an elected Officer shall be four years and coincide with the bi-annual reunion.

ARTICLE VIII: AMENDMENTS TO THE BY-LAWS

Amendments to the Condors Association By-Laws shall be conducted in the following manner:

- A. Anyone proposing to change any section or subsection of the Association By-Laws shall submit such request to the Recording Officer. Submitted proposals shall be reviewed by the Association officers and presented to the membership for a vote. Only Regular Members in good standing shall vote on proposed changes to the By-Laws. In a vote of eligible members, 51% is needed to ratify the proposed amendments.
- B. Any ratified amendment to the By-Laws shall take effect immediately and the written By-Laws shall be rewritten to reflect such ratified changes.

Approved and accepted this 11th day of July 2010

Lee Brooks, MAJ USA RET Commanding Officer, Condors Association

Condor By-Laws As our Organizing Document

The Condor Alumni Association held their most recent reunion in San Antonio, Texas April 15th through April 17th 2010 with Bill Amavisca – Vice President of the Association officiating. During the business meeting and subsequent meetings our CONDOR BY-LAWS were discussed and improvements made to bring this important document up to date. The changes were sent out via e-mail to all the membership for their input and concurrence.

As a result of these events we have confirmed the document as presented here and incorporated those changes that were addressed by various members of the Association. Though this document was sent to the membership as a whole the number who did respond were of a small percentage but all of a positive nature and there were zero negative responses and the fact that all had a chance and ample time to vote on the by-laws but not all did I hereby declare this document duly ratified as written and as approved by those who did respond.

Those who cast a vote on the newly drafted Condor By-Laws are as follows: Lee Brooks, Bill Amavisca, Frank Sama, Emil Hirsch, Danny Cox, F.Pat. Stanley, John E. Barron, Ralph Thornburgh, Ernest Ross, Cleve Pickens, Rick Daly, Richard Frazee, Michael Sherrer, Ken Smith, Michael T. Schmitt, Chuck Vehlow, & Lonnie Turner.

Proof of our existence can be confirmed by accessing our website at www.aircav-condors.org on the World Wide Web.

Signed: _____ Dated: July 11, 2010

**M. Lee Brooks, MAJ USA RET
Commanding Officer
Condor Alumni Association**