

## KYUSHU MILITARY RETIREE ASSOCIATION CONSTITUTION AND BY-LAWS

### I. NAME

The name by which this organization shall be known shall be the KYUSHU MILITARY RETIREE ASSOCIATION.

### II. OBJECTIVES

The KYUSHU MILITARY RETIREE ASSOCIATION is established in accordance with OPNAVINST 1720.3 (series) with the following stated objectives:

- A. To support an effective retiree involvement program per directives of the various Department of Defense and Department of Veteran's Affairs offices.
- B. To provide a voice and point of contact through which the retired community and Commander Fleet Activities Sasebo can communicate/resolve issues common to both communities.
- C. To provide an open forum for the retired community to voice questions and receive authoritative answers concerning current issues, benefits, privileges, etc.
- D. To assist U.S. Military retirees, their spouses and dependents and survivors in identifying, applying for and securing their benefits as outlined in various DOD/USN/USFJ instructions and directives.

### III. MEMBERSHIP

The privileges of membership shall be extended to the following persons:

- A. **ACTIVE MEMBERSHIP** - Active membership shall be defined as those members entitled to retired/retainer pay for length of service or disability by reason of service in the Regular or Reserve components of the United States Army, Navy, Marine Corps, Coast Guard or Air Force. The only acceptable evidence of retired status for Active Membership shall be the Retired Identification Card (DD Form 2 (Retired)).
- B. **ASSOCIATE MEMBERSHIP** - Associate membership shall be defined as interested adult dependents of Active members and other persons who, by their demonstrated commitment to the improvement and continuity of the KYUSHU MILITARY RETIREE ASSOCIATION. Application for

Associate Membership shall be presented to the Membership at the next regularly scheduled meeting following submission and will require a majority vote of the members present for acceptance. Associate Members shall receive all benefits afforded Active Members.

#### IV. DUES AND FEES

- A. Dues are to be assessed at the rate of ten(10) U.S. Dollars per month per member, (Spouses of members and widows will not be assessed dues).
- B. Operating funds may be raised through participation in approved events or recognized activities per COMFLEACTINST 5760.1 series.

#### V. OFFICERS

- A. The elected officers of the KYUSHU MILITARY RETIREE ASSOCIATION shall be the President, Vice-President, Secretary and Treasurer.
  1. The duties of the President shall be:
    - a. To preside at all meetings;
    - b. To act as the official representative and point of contact for the KYUSHU MILITARY RETIREE ASSOCIATION with Commander Fleet Activities, Sasebo, Japan;
    - c. To be acting Treasurer in the absence of the Treasurer;
    - d. To assure compliance with COMFLEACTINST 5760.1 series;
    - e. To assure that all approved resolutions of the KYUSHU MILITARY RETIREE ASSOCIATION are carried out; and
    - f. To perform such other duties as are necessary and incident to the office of the President of the KYUSHU MILITARY RETIREE ASSOCIATION.
  2. The duties of the Vice-President shall be:
    - a. To preside at all meetings of the KYUSHU MILITARY RETIREE ASSOCIATION and fulfill the duties of the President in his absence;
    - b. If for any reason the office of the President shall become vacant, the Vice-President shall assume all duties of the President until the vacancy is filled;
    - c. He/She shall perform duties as are necessary to the office of the Vice-President of the KYUSHU MILITARY RETIREE ASSOCIATION;

3. The duties of the Secretary shall be:
  - a. To maintain a roll of all members, and to ascertain the qualifications of all new members in accordance with paragraphs III.A. and III.B. herein;
  - b. To distribute a copy of the Constitution and By-Laws to each new member;
  - c. To keep authentic, dated records of the KYUSHU MILITARY RETIREE ASSOCIATION business, and keep minutes of the meetings of the KYUSHU MILITARY RETIREE ASSOCIATION;
  - d. To prepare and issue all official correspondence and notices, as directed by the President;
  - e. Ensure that publications of the meetings and activities are distributed to all members;
  - f. To have available at each meeting, a copy of the By-Laws, and all records and minutes of past meetings for the current fiscal year.
  - g. Will summarize the minutes of the Association's meetings for the previous fiscal year in January. This summarization will be a part of the annual report and also be made available at all subsequent meetings; and
  - h. To perform such duties as are necessary and incident to the office of the Secretary.
  
4. The duties of the Treasurer shall be:
  - a. To maintain accurate records of all KYUSHU MILITARY RETIREE ASSOCIATION debits and credits, to assure all COMFLEACT audit reports are completed each January and submitted in accordance with COMFLEACTINST 5769.1 series to Commander Fleet Activities (Code 001) prior to 10 February each year, and to retain accurate supporting documents until after each audit;
  - b. Send out dues notices once a month and accept payment from the member;
  - c. To have available at each meeting all financial records of the KYUSHU MILITARY RETIREE ASSOCIATION;
  - d. To give a report of the financial condition of the KYUSHU MILITARY RETIREE ASSOCIATION at each meeting; and
  - e. To perform such other duties as are necessary and incident to the office of the Treasurer.

## VI. EXECUTIVE BOARD

- A. The Executive Board of the KYUSHU MILITARY RETIREE ASSOCIATION shall consist of the President, Vice-President, Secretary and Treasurer. The Executive

Board is responsible for providing guidance for and executing approved plans for Association meetings and other activities/projects of the Association. The Executive Board will act on all matters which require the immediate attention of the Association but cannot wait until the next general meeting, i.e. retired service member's death.

**VII. MEETINGS**

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- A. The KYUSHU MILITARY RETIREE ASSOCIATION shall meet monthly on the first Sunday of each month at 1300 in a place designated by the President for the transaction of necessary business. A quorum of the membership must be present to act on any issue before the Association. A quorum is defined as fifteen(15) members or 25% of the total membership which ever is smaller. Either the President or Vice-President must be present.
- B. All Association meetings shall be open to all Active and Associate members, persons qualified for Active or Associate membership but are not members, and their guests; except that, when considered necessary for the proper conduct of Association business, the President may close such a meeting to all except the membership. Meetings will be governed by ROBERT'S RULES OF ORDER. All members of the KYUSHU MILITARY RETIREE ASSOCIATION shall be govern by the one(1) person, one(1) vote principle when voting on any issue before the membership.
- C. Special meetings of the KYUSHU MILITARY RETIREE ASSOCIATION may be called by the President or the Vice-President. Notice of said meetings shall be given orally or in writing to each member at least three(3) days in advance of the meeting.

**VIII. ELECTIONS**

- A. Elections of officer shall be conducted only at the monthly Association meeting.
- B. Officers shall serve for a period not to exceed one(1) year and shall be elected to office in accordance with the below listed schedule, with the exception that the officers elected during the first year of the Association shall serve until their election month during the second year of the Association. Elections may be held at any other regularly scheduled meeting to fill a vacancy in any office caused by the death, disability, protracted absence, transfer or resignation

of an officer of the KYUSHU MILITARY RETIREE ASSOCIATION. The member elected to fulfill an unfulfilled term will serve until the next regularly scheduled election of that office.

PRESIDENT - NOVEMBER of each year.  
VICE-PRESIDENT - MAY of each year.  
SECRETARY - AUGUST of each year. ✓  
TREASURER - FEBRUARY of each year.

- C. Members whose private or commercial interest could constitute an actual or apparent conflict of interest, shall not be eligible to hold office.
- D. Nominations of candidates for office vacancies shall be made by individual members from the floor at all elections. Incumbents may not serve succeeding terms. All candidates need only receive a simple majority for election.

#### IX. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- A. Proposed amendments to the Constitution and By-Laws shall be distributed to all members during any regularly scheduled meeting. They shall be voted on at the next regularly scheduled meeting after distribution. A majority vote of the members present is required to amend the Constitution and By-Laws which then must be approved by Commander Fleet Activities, Sasebo.

#### X. FINANCE

- A. KYUSHU MILITARY RETIREE ASSOCIATION funds shall be deposited to a checking account in the name of the KYUSHU MILITARY RETIREE ASSOCIATION at the Sasebo branch of the Nations Bank onboard Fleet Activities, Sasebo, Japan. All checks issued by the KYUSHU MILITARY RETIREE ASSOCIATION shall be signed by Treasurer, or in his absence the President, and one other member of the Executive Board. Deposits shall be made by the Treasurer or the President acting on behalf of the Treasurer.
- B. The fiscal year of the KYUSHU MILITARY RETIREE ASSOCIATION shall be 01 February to 31 January.

#### XI. DISSOLUTION

- A. Upon written agreement of two-thirds of the membership of the KYUSHU MILITARY RETIREE ASSOCIATION, the Association will be dissolved.

- B. In the event of the dissolution of the KYUSHU MILITARY RETIREE ASSOCIATION for any reason, all assets of the Association remaining after payment of outstanding obligations shall be transferred to the Morale, Recreation and Welfare Department of Fleet Activities Sasebo.
- C. In the event that assets are insufficient to discharge all liabilities, the entire membership will share equally in covering the liabilities.
- D. The President and Treasurer will ensure that a dissolution audit is conducted and forwarded to Commander, Fleet Activities, Sasebo (Code 001).