

VIETNAM SECURITY POLICE ASSOCIATION INCORPORATED SEPTEMBER 20, 2005

CONSTITUTION

ARTICLE I – NAME

Section 1. The name of the organization shall be the Vietnam Security Police Association, Inc.

Section 2. For the purpose of this Constitution the term “organization” and “VSPA” shall be synonymous with “Vietnam Security Police Association, Inc.”

ARTICLE II – EMBLEM

Section 1. The Quan Canh (QC) patch of the South Vietnamese Military Police (Republic of Vietnam), adopted by Air Police and Security Police units in the Republic of Vietnam, shall depict the emblem of this organization. The emblem consists of a set of crossed US musket pistols imposed over a five-pointed white star on a black background with the words “Vietnam Security Police Association” written in a scroll at the bottom of the emblem.



Section 2. The emblem is copywrited.

Section 3. Use of the emblem for any purpose by any person, persons or group shall be by permission, obtained in writing, from the President or Board of Directors of the organization.

ARTICLE III – PURPOSE

Section 1. STATEMENT OF PURPOSE:

- A. To perpetuate the memory of the 111 United States Air Force Air Policemen, Security Policemen and Augmentees who gave their lives while serving in Vietnam or Thailand their country during the Vietnam War.
- B. To document the history of Air Police and Security Police squadrons, units and detachments assigned to the various bases and locations throughout the Republic of Vietnam or Thailand during the war in Vietnam.
- C. To preserve the hard lessons learned in Vietnam and Thailand while conducting air base defense and counter insurgency operations against the Viet Cong, the North Vietnamese Army and other enemies of the United States of America.
- D. To preserve our history through support of the active duty men and women of the United States Air Force Security Forces who have followed in our footsteps.
- E. To share our knowledge and provide assistance to USAF Security Forces personnel on active duty.
- F. To support one another as we enjoy the brotherhood made possible by our shared experiences and history.
- G. To maintain contact with families and descendants of our fallen Brothers
- H. Encourage growth and longevity of the Association.
- I. To pledge loyalty and patriotism to the United States of America.

Section 2. REUNIONS

- A. In addition to perpetuating the memory of our fallen comrades and documentation of our history, we shall provide for an annual reunion for members to gather for their mutual benefit and enjoyment.
- B. We offer strong support to all active duty and reserve members of the United States Air Force Security Forces. Therefore, our reunions will always be held near a United States Air Force base with an active duty Security Forces squadron.
- C. Reunion locations will be selected during our annual reunions. Site selection will be based upon three regions of the United States: West, Central and East with all Air Force installations in those regions being given consideration on a rotating basis, region to region, if nominated by a member in good standing.

Section 2. CREED OR MOTTO

The Creed of the organization shall be “WE TAKE CARE OF OUR OWN”.

ARTICLE IV- POLICY

The organization shall adopt no policy in conflict with the laws and practices of the United States Government.

ARTICLE V- PRINCIPAL OFFICES

The organization will have such offices within the United States as the Board of Directors may designate for the proper fulfillment of the purposes, which the organization may require.

ARTICLE VI – FISCAL YEAR

The fiscal year of the organization shall commence on the first day of January and end on the 31st of December in each year.

ARTICLE VII – MEMBERSHIP

Section 1. CHARTER MEMBERS - Those members who were accepted for membership prior to April 1995 will hereafter be considered Charter Members in the organization.

Section 2. LIFE MEMBERS - Those who have paid the set membership fee as established in the By-laws.

Section 3. REGULAR MEMBERS

- A. Regular members are those who have been discharged from the United States Air Force under honorable conditions.
- B. Applicants and members shall provide proof of qualification and honorable service by submitting an application with a DD Form 214 to the organization Membership Chairman.
- C. Members shall have served in the Republic of Vietnam or Thailand during the period March 1, 1961 to May 13, 1975.
- D. Members shall have been assigned duties as an Air Policeman, Security Policeman or as an Augmentee while serving in the above indicated areas and during the specified time period.
- E. All CHARTER MEMBERS and LIFE MEMBERS shall meet the same qualifications as regular members in addition to the requirements for Charter and Life Members.

Section 4. ASSOCIATE MEMBERS - Non-Voting Members selected by the Board of Directors of the organization who have made a substantial contribution or service to the furtherance of the mission of the Vietnam Security Police Association, Inc. This is a non-voting honorary membership that is not required to pay dues.

Section 5. AFFILIFATE MEMBERS are family members of CHARTER, LIFE OR REGULAR MEMBERS. A family member is defined as parent(s), spouses, children, and grandchildren and their heirs. This is a non-voting membership and cannot hold office until such time that voting rights shall be conferred upon said members. Voting rights and right to hold office shall be conferred upon AFFILIFATE MEMBERS when the number of LIFE AND REGULAR MEMBERS reaches twenty-five or less.

ARTICLE VIII- MEMBERSHIP DUES

Section 1. Every Charter, Regular and Life member of the organization shall pay membership dues as prescribed in the By-Laws.

Section 2. Dues are payable on January 1st each year and become delinquent on April 30th.

Section 3. When a new member joins after September 30th of the year their dues payment shall be payment for the current year and the following year.

ARTICLE IX – OFFICERS

Section 1. Elected officers of the organization shall be: President, Vice President, Treasurer, Secretary, and the Historian.

Section 2. All nominees for office shall be a CHARTER, REGULAR or LIFE MEMBER in good standing for a minimum of twenty-four consecutive months.

Section 3. The term of office shall be for two years.

Section 4. No individual shall serve as President for more than two terms consecutively unless there is a specific emergency.

Section 5. Other than President, there is no restriction on the number of terms an individual may be elected to any other office.

Section 6. The term of office for elected officers will begin immediately after the annual business meeting.

Section 7. The President and the Board of Directors may appoint members of the organization to act as staff members as defined in the By-laws of the organization. Staff members will be selected based upon their unique experience, skill and commitment to the organization. The staff positions are advisors to the President and the Board of Directors and have no voting privileges on matters considered by the Board of Directors.

Section 8. The term of office for appointed staff members shall begin immediately after confirmation and notification by the Board of Directors.

Section 9. All elected officers and appointed staff members shall carry out their duties as prescribed by the By-Laws.

Section 10. No officer or staff member shall be paid any salary for services rendered on behalf of the organization. However, they may be reimbursed for expenses incurred on behalf of the organization.

ARTICLE X – BOARD OF DIRECTORS

Section 1. The Board of Directors shall have the control and general management of the affairs and business on the organization.

Section 2. The Board of Directors shall be comprised of the elected officers and the immediate past President. Each member of the Board of Directors has voting privileges.

Section 3. Any member of the Board of Directors may be removed from office for cause by two-thirds (66 2/3%) vote of the Board of Directors. A replacement may be appointed from the membership by the President or the sitting officer next in line as described in Article IX, Section 1, or the vacated duties may be absorbed or distributed between the remaining members as the Board of Directors approves by majority vote (greater than 50%).

ARTICLE XI – ANNUAL MEETING

Section 1. An annual reunion shall be held at the place voted on by the membership.

Section 2. An annual business meeting, open to all members in good standing, shall be held during the annual reunion.

Section 3. At the annual reunion business meeting the membership shall offer their choice for the next two years of the location of the annual reunion. Membership in attendance shall then select by vote the top two locations by majority vote.

Section 4. All annual business meetings of this organization will observe a moment of silence in memory of our departed comrades.

Section 5. The flag of the United States of America shall be displayed at the annual business meeting and the Pledge of Allegiance to the flag shall be recited.

Section 6. The association flag shall be displayed at all business meetings and the awards banquet.

Section 7. If available, the United States Air Force Security Forces flag shall also be displayed.

ARTICLE XII – QUORUM

- Section 1. The quorum of the body of members is a majority of the number enrolled as attending the business meeting.
- Section 2. Three (3) members of the Board of Directors shall constitute a quorum for the transaction of all business at a duly called meeting of the Board of Directors.
- Section 3. Once a quorum has been established, no member absenting himself shall destroy the quorum.
- Section 4. In the event of a quorum not being present, the lesser number may adjourn the meeting to some future time and date.

ARTICLE XIII – VOTING

- Section 1. Each member in good standing shall be entitled to vote. Attendees may vote on issues from the agenda and/or those presented on the floor.
- Section 2. There shall be no voting by proxy, any member in good standing not voting shall be considered as abstaining.

ARTICLE XIV – AMENDMENTS

- Section 1. Any member in good standing may submit proposed amendments to amend this Constitution or the By-laws.
- Section 2. Each proposed amendment shall be specific to a single Article, Section or sub-section and submitted in accordance with the By-laws.
- Section 3. Amendments to the Constitution and By-laws require a two-thirds majority of the votes cast in the annual business meeting.
- Section 4. Amendments that have been approved by the voting membership shall become effective at the close of the annual business meeting.
- Section 5. No amendment to the Constitution or By-Laws shall appear on the agenda of the annual business meeting without the review and approval of the Board of Directors.

ARTICLE XV – DISSOLUTION

- Section 1. In the event the organization dissolves, all assets and monies shall be donated to a non-profit organization such as the United States Air Force Security Police Museum or the Air Force Museum as determined by the Board of Directors.

Section 2. If the Board of Directors cannot agree on a non-profit organization, or if the Board of Directors cannot muster a quorum at the time of dissolution, all assets, monies, and items of historic value shall be turned over to the USAF Security Forces Training Center. The USAF Security Forces Training Center shall have sole authority to use or dispose of all items turned over to them in a manner they deem appropriate.

VIETNAM SECURITY POLICE ASSOCIATION INCORPORATED SEPTEMBER 20, 2005



BY-LAWS



ARTICLE I – RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall, in keeping with the normal parliamentary procedure, set the general procedure of meetings of this organization.

ARTICLE II – DUES

Section 1. The Board of Directors shall annually evaluate and may adjust Regular annual dues and/or Life Member dues. Dues schedules shall be published in Guardmount and on the VSPA web page.

Section 2. Members shall pay dues to the Treasurer.

Section 3. The specific amount of dues and the expiration date are addressed in ARTICLE VIII.

ARTICLE III – ANNUAL BUSINESS MEETING

Section 1. There shall be at least one business meeting per year. The annual business meeting shall be conducted in conjunction with the annual reunion. The senior elected officer present at the annual business meeting shall be the presiding officer.

Section 2. The annual business meeting shall validate the election of officers and report the results for such elections along with amendments to the Constitution and By-Laws. Meeting minutes shall be kept and reported in Guardmount and/or the VSPA web site.

Section 3. The annual business meeting shall approve the annual Treasurer's report and the reports detailed in Section 5.

Section 4. The annual business meeting shall determine the site of the annual business meeting at least two years but not more than five years hence. A record shall be kept regarding the location of each reunion.

Section 5. The Order of Business for the annual business meeting shall be:

- A. Call to Order
- B. Moment of silence for departed comrades including:
 - a. The 111 Air Policemen, Security Policemen and Augmentees who did not survive the war in Vietnam.
 - b. All members listed at Life Member #111 which was established as a tribute to those who did not survive the war and those members of the VSPA who died as members in good standing.
- C. Invocation
- D. Pledge of Allegiance
- E. Introduction of elected officers by name, squadron and place of residence
- F. Reading of the minutes of the previous annual business meeting
- G. Board of Directors report by the President
- H. Treasurer's Report
- I. Membership Chairman's Report
- J. BX Sales Report
- K. Web Site Report
- L. Historian's Report
- M. Kennel Master's Report
- N. Safeside Liaison's Report
- O. Service Officer's Report
- P. Committee reports
 - a. Scholarship Committee Report
 - b. Other Committees not covered in the reports given by elected officers and appointed staff members.
- Q. Old business from previous annual business meeting

- R. New business
- S. Reunion and Annual Business Meeting site selection
- T. Election of Officers
- U. Swearing in of new officers
- V. Information and announcements for the Good of the Order
 - a. Events being held within the next year that may be of interest to members.
 - b. Agent Orange Information that may include:
 - i. Status of Agent Orange Studies Regarding Thailand
 - ii. Type II Diabetes
 - iii. Prostate Cancer Issues and Recommendations
 - iv. The Agent Orange Registry
 - v. Assistance with claims
- W. Closing of the annual business meeting

ARTICLE IV- BOARD OF DIRECTORS MEETING

The Board of Directors shall meet at least once each calendar year. The meeting shall be conducted in conjunction with the annual reunion and meet either before or after the annual business meeting. If there is no significant board activity, their meeting may be held in conjunction with the annual meeting.

ARTICLE V- PRINCIPAL OFFICES

The organization will have such offices within the United States as the Board of Directors may designate for the proper fulfillment of the purposes, which the organization may require. The organization was incorporated within the State of Texas on September 20, 2005 and currently has the principal office in the State of Texas.

ARTICLE VI – FISCAL YEAR

The fiscal year of the organization shall commence on the first day of January and end on the 31st of December of each year.

ARTICLE VII – MEMBERSHIP

Section 1. CHARTER MEMBERS - Those members who were accepted for membership prior to April 1995 will hereafter be considered Charter Members in the organization.

Section 2. LIFE MEMBERS

- A. Those Regular or Charter Members who have paid the set membership fee as established in the By-laws will hereafter be considered Life Members in the organization.
- B. The Life Membership Program was approved and established in 2002. The rates were established based upon the following age brackets:
 - a. 41 to 50 years of age \$180
 - b. 51 to 60 years of age \$160
 - c. 61 to 70 years of age \$130
 - d. 71 to 80 years of age \$ 90
 - e. 81 + years of age \$ 55
- C. LIFE MEMBERSHIP GIFTS: Any member in good standing, the family or the friend of a member in good standing may pay for a Life Membership as a gift to a qualified member in good standing.

Section 3. REGULAR MEMBERS

- A. Members who have been discharged from the Armed Forces of the United States of America, specifically the United States Air Force, under honorable conditions.
- B. Members shall have served in the Republic of Vietnam or Thailand during the period March 1, 1961 to May 13, 1975.
- C. Members shall have been assigned duties as an Air Policeman, Security Policeman or Augmentee while serving in the above indicated areas during the specified time period.
- D. All CHARTER MEMBERS and LIFE MEMBERS shall meet the qualifications as set forth in Section 3 A, B and C.

Section 4. APPLICATION PROCESS

- A. All applicants for membership shall complete a three-stage membership application process.
 - a. Applicants shall submit a completed application to join the VSPA.

- b. Applicants shall submit proof of qualification and honorable service by providing a copy of their DD Form 214 to the Membership Chairman.
 - c. Applicants shall submit the minimum annual dues payment as described in Article VIII.
 - d. No applicant shall be denied membership based upon his ability to pay dues. The motto of the organization is “We take care of our own.” Therefore, when an applicant is unable to pay the prescribed dues for an annual membership, the organization may, upon specific request and annual justification, pay the dues for the applicant or member.
 - e. An applicant who is qualified as set forth in Section 3 A, B and C shall not be denied membership based upon their race, color, religious belief or ethnic origin.
- B. The Membership Chairman shall retain the original application and the DD Form 214 in a secure manner.
- C. The VSPA will continue to assist prospective members in obtaining DD214’s or alternate substantial proof of service. The Membership Chairman, with concurrence of the elected officers, will make individual determinations on the adequacy of alternate proof of service.
- D. Applicants with questionable or unverified service as required in Section 3 A, B and C, shall have their application referred to the elected officers of the organization. The Membership Chairman shall explain areas of concern and all effort to verify service. In the event the applicant does not have a copy of their DD Form 214, or if the DD Form 214 does not include a record of service in Southeast Asia, the applicant may submit alternate substantial proof of service for consideration until they are able to obtain their DD Form 214. Alternate forms of substantial proof are:
- a. The personal verification by a member in good standing who has knowledge of the applicant’s service in Vietnam or Thailand.
 - b. A copy of orders for permanent or temporary duty in Vietnam or Thailand.
 - c. A copy of orders for a specific award or decoration earned while in Vietnam or Thailand.
 - d. Alternate forms of substantial proof are considered temporary for purposes of membership and shall be supplemented by a DD Form 214.

Section 4. ASSOCIATE MEMBERS

- A. An Associate Membership is the highest honor that can be bestowed upon someone who is not otherwise eligible to be a member of the Vietnam Security Police Association. Associate Members are individuals recommended by members of the VSPA and selected by the Board of Directors of the organization who have made a

substantial contribution of service to the furtherance of the mission of the Vietnam Security Police Association, Inc.

- B. Records shall be maintained listing the name of each recipient and the circumstances supporting each award.
- C. "Associate Member" is an honorary title only, does not require dues and is based solely upon service to the organization, commitment to the mission of the organization and/or sacrifice.
- D. The membership requirements as set forth in Section 3 A, B and C are not required for this honorary membership.
- E. An Associate Membership is a non-voting membership.
- F. Associate members shall receive a free copy of the association newsletter *Guardmount*.
- G. Access to the Restricted Area of the web site may be granted based upon the Associate Member's agreement with the Rules of Use established by the Vietnam Security Police Association.

Section 5. AFFILIATE MEMBERS

- A. Family members of CHARTER MEMBERS, LIFE MEMBERS or REGULAR MEMBERS whose dues are current.
- B. A family member is defined as the parent(s), spouse, children, grandchildren and the heirs of a current member.
- C. This is a non-voting membership and cannot hold office until such time that voting rights shall be conferred upon said members.
- D. Voting rights and right to hold office shall be conferred upon AFFILIFATE MEMBERS when the number of CHARTER, LIFE AND REGULAR MEMBERS reaches twenty-five or less.
- E. The VSPA Sisterhood has been established with the motto "Taking care of those who take care of their own." The wives and family members of VSPA members formed the Sisterhood.

Section 6. MEMBERSHIP TERMINATION, SUSPENSION AND REINSTATEMENT

- A. Any member of the organization may have their membership suspended or terminated for cause by a two-thirds vote of the Board of Directors.
- B. The Membership Chairman cannot approve a request for reinstatement. The Membership Chairman must present the request for reinstatement to the elected

officers of the VSPA for review, approval or denial based upon the former member's request and available facts. Approval of a reinstatement requires a two-thirds majority vote of the Board of Directors.

- C. Requests to rescind resignations that have already been accepted and acted upon by the staff of the association will be handled in the same manner as all other reinstatements.
- D. Board members voting to approve a reinstatement may approve the reinstatement on a temporary basis based upon the behavior of the member.
- E. The President shall explain the decision of the board in all cases.

ARTICLE VIII- MEMBERSHIP DUES

Section 1. Every member of the organization shall pay membership dues as prescribed in the By-Laws. Dues are currently \$15.

Section 2. Dues are payable on January 1st each year and become delinquent on April 30th. (Suggested revision based upon the new database is pending approval).

Section 3. When a new member joins after September 30th of the year, their dues payment shall be payment for the current year and the following year. (Suggested revision based upon the new database is pending approval).

ARTICLE IX – OFFICERS

Section 1. Elected officers of the organization shall be: President, Vice-President, Treasurer, Secretary, and Historian.

Section 2. All nominees for office shall be a REGULAR or LIFE MEMBER in good standing for a minimum of twenty-four consecutive months.

Section 3. The term of office shall be for two years.

Section 4. Generally, no individual shall serve as President for more than two terms consecutively. However, in the event of an emergency or an unusual event, the membership may vote to suspend this Section for a maximum of one two-year term. (The emergency provision was placed in effect by the membership at the annual meeting in October, 2006 due to the planning in progress for the 2007 Reunion in Washington D.C.

Section 5. Other than President, there is no restriction on the number of terms an individual may be elected to any other office. A former President may be elected to office again if he has had a break in terms.

Section 6. The term of office for elected officers will begin immediately after the annual business meeting.

Section 7. SUPPORT STAFF - Support staff positions may be created at any time and shall be appointed and or removed by the President and confirmed by unanimous vote of the Board of Directors. These staff positions are advisors only due to their specific area of responsibility, knowledge or experience. They have no voting privileges on matters considered by the Board of Directors. Staff members shall be appointed and or removed by the President and confirmed by unanimous vote of the Board of Directors:

- A. BX Sales Manager
- B. Chaplain members of the Chaplain's Program
- C. Guardmount Editor & Guardmount Publisher (if not the same member).
- D. K-9 Kennel Master who will assist the President and Board of Directors with communication and coordination of information for K-9 Handlers. The Kennel Master may appoint K-9 support positions, including but not limited to:
 - a. K-9 Unit Directors appointed by the Kennel Master, who will assist the Kennel Master with communication and coordination of information for K-9 handlers.
 - b. K-9 Treasurer for the Old Dawgs and Pups Program
 - c. Committee for the NEMO War Dog Heroes Memorial at Lackland Air Force Base.
- E. Membership Chairman who may appoint an assistant. The assistant may be an Affiliate member.
- F. Research Assistant to the Board who will conduct specific research only upon request of the President or the Board of Directors. Research may include:
 - a. Attacks on airbases in Vietnam and Thailand.
 - b. Awards and decorations for a specific event or individual.
 - c. Research unit histories.
 - d. Burial locations of the 111 Air Policemen, Security Policemen and Augmentees who did not survive the war.
 - e. Other special investigations as deemed appropriate by the President or at the request of a staff member.
- G. Safeside Liaison who will assist the President and Board of Directors with communication and coordination of information with those who served in the

1041st (T) Combat Security Police Squadron and those squadrons assigned to Operation Safeside and/or the 82 Combat Security Police Wing.

- H. Sergeant-at-Arms who will assist the Membership Chairman at reunions and at the annual business meeting.
- H. Service Officer who will provide information and recommendations to members regarding claims for disability related to their service in Vietnam or Thailand.
- I. Webmaster and all associated Internet Support Positions, including but not limited to:
 - a. K-9 Web Master, who will assist the Web Master with the management, maintenance and development of the K-9 Web Pages.
 - b. Bulletin Board Flight Leader, who will assist the Web Master with management and monitoring of the VSPA Bulletin Public Board and the Free Fire Zone within the Restricted Area.
 - c. The Quick Reaction Team (QRT) Leader will supervise the QRT and assist those members of the VSPA who have problems with the Restricted Area of the web site.

Section 8. The term of office for staff members shall begin immediately after confirmation and notification by the Board of Directors.

Section 9. All elected officers and appointed staff members shall carry out their duties as prescribed by the By-Laws.

Section 10. No officer or staff member shall be paid any salary for services rendered on behalf of the organization. However, officers and staff members may be reimbursed for expenses incurred on behalf of the organization.

ARTICLE X – BOARD OF DIRECTORS

Section 1. Management Mandate, Composition of the Board and Removal From the Board

- A. The Board of Directors shall have the control and general management of the affairs and business on the organization.
- B. The Board of Directors shall be comprised of the elected officers and the immediate Past President. Each member of the Board of Directors has voting privileges.
- C. Any member of the Board of Directors may be removed from office for cause by two-thirds (66 2/3%) vote of the Board of Directors. A replacement may be appointed from the membership by the President or the sitting officer next in line as described in Article IX, Section 1, or the vacated duties may be absorbed or distributed between

the remaining members as the Board of Directors approves by majority vote (greater than 50%).

ARTICLE XI – ANNUAL MEETING

Section 1. The annual reunion shall be held at the place voted on by the membership.

- A. An annual business meeting, open to all members in good standing, shall be held during the annual reunion. The Membership Chairman and the Sergeant-at-Arms shall ensure that all who attend the meeting are members in good standing.
- B. At the annual reunion business meeting, the membership present shall offer their choice for the next two years of the location of the annual reunion. Membership in attendance shall then select the top two locations by majority vote.
- C. Site selection will be based upon three regions of the United States: West, Central and East with all Air Force installations in those regions being given consideration on a rotating basis, region to region, if nominated by a member in good standing.

Section 2. All annual business meetings of this organization will observe a moment of silence in memory of our departed comrades to include the 111 who did not return from Vietnam and Thailand and those members of the association who have passed away since the association was formed.

Section 3. The flag of the United States of America shall be displayed at the annual business meeting and the awards banquet. The Pledge of Allegiance to the flag shall be recited.

Section 4. The flag of the Vietnam Security Police Association shall be displayed at the annual business meeting and the awards banquet.

Section 5. If available, the United States Air Force Security Forces flag will also be displayed at the annual business meeting and the awards banquet.

Section 5. A record shall be maintained that lists all previous and selected future reunion locations.

ARTICLE XII – QUORUM

Section 1. The quorum of the body of members is a majority of the number enrolled as attending the business meeting.

Section 2. Three (3) members of the Board of Directors shall constitute a quorum for the transaction of all business at a duly called meeting of the Board of Directors.

Section 3. Once a quorum has been established, no member absenting himself shall destroy the quorum.

Section 4. In the event of a quorum not being present, the lesser number may adjourn the meeting to some future time and date.

ARTICLE XIII – VOTING

Section 1. Each member in good standing shall be entitled to vote. Attendees may vote on issues from the agenda and/or those presented on the floor.

Section 2. There shall be no voting by proxy. Any member in good standing not voting shall be considered as abstaining.

ARTICLE XIV – AMENDMENTS

Section 1. Any member in good standing may submit proposed amendments to amend the By-Laws or Constitution by forwarding the proposed amendments to the Constitution and By-Laws Committee a minimum of 90 days prior to the annual business meeting.

Section 2. The Constitution and By-Laws shall be amended by a two-thirds majority of the votes cast in the annual business meeting.

Section 3. Amendments, which are passed, shall become effective at the close of the annual business meeting.

Section 4. No amendment to the Constitution or By-Laws shall appear on the agenda of the annual business meeting without the review and approval of the Board of Directors.

ARTICLE XV – DUTIES OF OFFICERS AND APPOINTED CHAIRMEN

Section 1. **PRESIDENT** - The duties of the President shall include, but not be limited to:

- A. Act as Chief Executive Officer and Chairman of the Board of Directors.
- B. Cause to be called all regular and special meetings of the organization.
- C. Preside over all regular and special meetings of the organization.
- D. Enforce the Constitution and By-Laws.
- E. Direct and supervise the operation of the organization.
- F. Prepare and present the Board of Directors Annual Report at the annual business meeting.
- G. Coordinate the confirmation of all appointed staff members with the Board of Directors.
- H. Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.
- I. Be an ex-officio member of all committees, except the “Nominations Committee.”

Section 2. **VICE PRESIDENT** - The duties of the Vice-President shall include, but not be limited to:

- A. Assist the President in the discharge of his duties.

- B. Assume the duties of the President in the event of his absence, illness, or call to eternal Guardmount.
- C. Execute the powers and authority of the President, when required, in the absence of the President.
- D. Serve as an elected member of the Board of Directors.
- E. Serve as Chairman of the Public Relations Committee.
- F. Serve as a member of the Scholarship Committee.
- G. Prepare and present an annual report relative to the operation of his office at the annual business meeting.
- H. Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

Section 3. SECRETARY - The duties of the Secretary shall include, but not be limited to:

- A. Officiate when required in the absence of the President and Vice President.
- B. Serve as an elected member of the Board of Directors.
- C. Serve as a member of the Membership Committee.
- D. Be the clerk of the organization.
- E. Be the custodian of all business related non-financial records and materials, which shall remain property of the organization.
- F. Keep permanent records of the proceedings of all annual meetings and meetings of the Board of Directors.
- G. Prepare and distribute election ballots, if necessary and as required.
- H. Ensure that only members in good standing vote on organizational business. The Secretary will be assisted by the membership Chairman and the Sergeant-at-Arms.
- I. Serve as official organization correspondent.
- J. Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

Section 4. MEMBERSHIP CHAIRMAN - The duties of the Membership Chairman shall include, but not be limited to:

- A. Serve as an advisor to the Board of Directors.
- B. Act as Chairman of the Membership Committee.
- C. Maintain an accurate and permanent roll of members.
- D. Provide membership cards to members in good standing.
- E. Unless and until a national on-line database is available, the Chairman shall provide an electronic copy of the membership database to the Secretary as a backup, and send a copy to the President, Vice President, Treasurer and Web Master, on a monthly basis.
- F. The Membership Chairman shall be responsible for all record keeping regarding membership to include an application and a DD Form 214 for each member.
- G. Serve on the Public Relations Committee.
- H. Prepare and present an annual report on membership at the annual business meeting.
- I. Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

Section 5. TREASURER - The duties of the Treasurer shall include, but not be limited to:

- A. Serve as an elected member of the Board of Directors.
- B. Act as Chairman of the Ways and Means Committee if the committee is necessary.
- C. Be the Chief Financial Officer of the organization.
- D. Be the custodian of all financial records of the organization.
- E. Receive and be responsible for the collection of all monies due and payable to the organization.
- F. Have custody of all organization funds, and shall provide for the safekeeping, retention, disbursement, and investment in a manner acceptable to the Board of Directors.
- G. Receive donations on behalf of the organization.
- H. Issue letters in acknowledgement of all donations as required by tax codes.
- I. To work with the President to make such reports and returns as are required by Federal, State and local governments, the Articles of Incorporation, the Constitution, and these By-Laws, including the disbursement of appropriate taxes and fees.
- J. Maintain accounts appropriate to the structure and activities of the organization and in accordance with generally accepted accounting practices and principles.
- K. Upon election, the Treasurer elect shall apply for a personal bond in an amount to be determined by the newly elected Board of Directors. All costs associated with securing the bond shall be borne by the organization. The outgoing Treasurer shall ensure a current bond is in place prior to transfer of funds.
- L. Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

Section 6. CHAPLAIN MEMBERS OF THE CHAPLAIN PROGRAM - The duties of the Chaplains shall include, but not be limited to:

- A. Serve as advisors to the Board of Directors.
- B. Serve as a member of the Veterans Affairs Committee with the Service Officer.
- C. Provide counseling services to organizational members who request assistance.
- D. Offer prayer at the opening and closing of each meeting.

Section 7. HISTORIAN - The duties of the Historian shall include, but not be limited to:

- A. Serve as an elected member of the Board of Directors.
- B. Serve as Chairman of the Historical Committee if a committee is necessary.
- C. Prepare and present a report at the annual business meeting regarding the history projects completed during the preceding year.
- D. Keep a current folder that includes all official correspondence, records, and official materials assigned to his care and turn over the folder to his successor.

Section 8. GUARDMOUNT EDITOR AND GUARDMOUNT PUBLISHER - The duties of the Guardmount Editor shall include, but not be limited to:

- A. Responsible for the development, editing, publication and mailing of the association newsletter.
- B. Guardmount will be published quarterly if possible.
- C. Serve on the Public Relations Committee.

Section 9. WEB MASTER - The duties of the Web Master shall include, but not be limited to:

- A. Serve as an advisor to the Board of Directors.
- B. Development and maintenance of the Internet web site for the Vietnam Security Police Association.
- C. Establish Rules of Use for the bulletin boards in accordance with the mandated Rules of Use and contractual requirements imposed by the VOY Corporation for the free use of their bulletin boards by members of the VSPA.
- D. The Web Master and the Bulletin Board Flight Leader may remove messages from the bulletin boards that they believe are inappropriate and do not comply with the Rules of Use.
- E. Due to the critical need to protect member and organization ability to communicate with members, the Web Master is empowered to warn and suspend members for violation of the Rules of Use.
- F. The Web Master may suspend access to the bulletin boards for violation of the rules. Suspensions may range from 30 days, 60 days or permanent blocking of an IP address and email address.
- G. The Web Master, with the approval of the President, may appoint members of the association to assist in the maintenance of the web site to include but not be limited to the VSPA Bulletin Boards, the K-9 Section and the Restricted Area.

Section 10. BX SALES MANAGER – The duties of the BX Sales Manager shall include but not be limited to:

- A. Serve as an advisor to the Board of Directors.
- B. Develop, purchase, maintain and sell memorabilia for the benefit of the association.
- C. Memorabilia shall include but not be limited to items that commemorate military service in Vietnam and Thailand.
- D. The Manager shall work with vendors to develop memorabilia specific to the Vietnam Security Police Association.
- E. The Manager shall maintain the BX in a manner that will allow members to purchase memorabilia throughout the year.
- F. The BX Manager shall operate the BX in conjunction with the annual reunion each year.
- G. The BX Manager shall prepare and present an annual report at the business meeting.

Section 11. RESEARCH ASSISTANT TO THE BOARD – The duties of the Research Historian shall include but not be limited to:

- A. Serve as an advisor to the Board of Directors.
- B. Conduct research into matters that come to the attention of the President and the Board of Directors to include verification of awards and decorations, development of information regarding attacks on bases in Vietnam and Thailand, and unit histories.
- C. Serve on the Historical Committee.

Section 12. K-9 KENNEL MASTER – The duties of the Kennel Master shall include but not be limited to:

- A. Serve as an advisor to the Board of Directors.

- B. Development and maintain contact with members regarding items of specific interest to former dog handlers.
- C. Provide liaison activities with the Vietnam Dog Handlers Association.
- D. Serve on the Membership Committee.

Section 13. SAFESIDE LIAISON – The duties of the Safeside Liaison shall include be not be limited to:

- A. Serve as an advisor to the Board of Directors.
- B. Develop and maintain contact with members regarding items of specific interest to those who were assigned to the 82nd Combat Security Police Wing and the Safeside Squadrons 1041st (Test), 821st, 822nd and 823rd
- C. Provide liaison activities with the Safeside Association.
- D. Serve on the Membership Committee

Section 14. ASSOCIATION SERVICE OFFICER – The duties of the Service Officer shall include but not be limited to:

- A. Serve as an advisor to the Board of Directors.
- B. Maintain liaison with the Veterans Administration.
- C. Assist members by providing information necessary to filing claims with the Veterans Administration.
- D. Serve on Veterans Affairs Committee

ARTICLE XVI – COMMITTEES

Section 1. MEMBERSHIP COMMITTEE

- A. The Membership Committee shall be a Standing Committee.
- B. The Membership Chairman shall chair the Membership Committee and have as regular members the Secretary, K-9 Kennel Master, the Safeside Liaison and additional at large members requested by the membership Chairman or appointed by the President.
- C. The duties of the Membership Committee shall include but not be limited to:
 1. Receive applications from new proposed members.
 2. Determine eligibility of each new applicant.
 3. Maintain a permanent record of applications and membership.
 4. Provide each new member with a membership card and packet.
 5. Determine methods for new member recruitment.

Section 2. SCHOLARSHIP COMMITTEE FOR THE MANAGEMENT OF THE J.J. CHESTNUT MEMORIAL SCHOLARSHIP

- A. The Scholarship Committee shall be a Standing Committee.
- B. Annual dues receipts are not to be used to fund the scholarship unless said funds are certified as excess funds at the end of the accounting year. The Chairman may place a request for use of the excess funds at that time.
- C. The Vice-President shall serve as member of the Scholarship Committee and the President shall appoint other members.
- D. The duties of the Scholarship Committee shall include, but not limited to:
 1. Publish a “Call for Applications” including eligibility requirements.

2. Place in consideration all applications received from eligible applicants by September 1 of the year of consideration.
3. Select the recipients of the scholarship by a majority vote of committee members.
4. Notify recipients and have recipients name published in Guardmount.

Section 3. WAYS AND MEANS COMMITTEE

- A. When necessary to address issues specific to financial management, the Ways and Means Committee shall be convened.
- B. The Treasurer shall chair the Ways and Means Committee and have other members appointed by the President.
- C. The duties of the Ways and Means Committee shall include, but not be limited to:
 1. Prepare and submit an annual budget report to the Board of Directors.
 2. Monitor performance of budget against the approved budget.
 3. Prepare recommendations to the Board of Directors on items of expenditure not within the approved budget.

Section 4. PUBLIC RELATIONS COMMITTEE

- A. The Public Relations Committee shall be a Standing Committee.
- B. The Vice-President shall chair the Public Relations Committee and have as a member of the committee the Webmaster, Guardmount Editor, and at large members appointed by the President.
- C. The duties of the Public Relation Committee shall include, but not be limited to:
 1. Publicity promoting a positive image of the organization.
 2. Assist members of the organization by providing promotional materials for use at functions and activities where VSPA members or potential members may be present.
 3. Serve as organization liaison to active duty forces.

Section 5. HISTORICAL COMMITTEE

- A. The Historical Committee shall be convened as needed.
- B. The Historical Committee shall be chaired by the Historian and include as members the Research Assistant to the Board, and the Webmaster. The President will select additional members at large.
- C. The duties of the Historical Committee shall include, but not be limited to:
 1. Conduct research on Air Police and Security Police units that served in Southeast Asia during the inclusive dates of the Vietnam War period.
 2. Document and archive data gathered for and on behalf of the organization.
 3. Serve as liaison to the Office of History, United States Air Force and provide the Office of History copies of documents or information that may be desired by said Office.
 4. Serve as liaison to the Security Police/Security Forces Museum located at Lackland Air Force Base, Texas.
 5. Serve as liaison to all United States Air Force museums or other interested agencies requesting historical information relevant to a VSPA member's service during the Vietnam War.

Section 6. NOMINATIONS COMMITTEE.

- A. The Nomination Committee shall be a Bi-annual Committee.

- B. All past VSPA Presidents shall be members of the Nominations Committee and have as a member the Secretary and members at large selected by the Chairman. The Chairman shall be the immediate past VSPA President, and if he is deceased or unable to serve, the next immediate past VSPA President shall be Chairman. If no VSPA past President is available, the Secretary shall Chair the Committee.
- C. The CURRENT duties of the Nominations Committee shall include:
 - 1. Accept names in nomination, of eligible members, from the floor of the annual business meeting.
 - 2. Conduct organization elections at the annual business meeting in a year when elections are mandated and any special elections as may occur due to vacancy of the office holder.
- D. *The PROPOSED duties of the Nominations Committee shall include:*
 - 1. *Issue a "Call for Nominations" of eligible candidates for office*
 - i. *By publishing said call in Guardmount.*
 - ii. *Causing the Web Master to send a mass email to all current members in good standing who have a valid email address.*
 - 2. *The Secretary shall receive the names of all eligible nominees who have accepted a nomination and prepare a ballot no later than July 1 of the year of consideration and election.*
 - 3. *Cause the list of nominations to be published with a short biographical statement for each candidate*
 - i. *In Guardmount*
 - ii. *By the Web Master in a mass email to all current members in good standing who have a valid email address.*
 - iii. *If possible, the Web Master will endeavor to develop an on-line voting system for those who have an email address and access to the Internet.*
 - iv. *The Secretary shall have the ballot mailed within Guardmount asking that each member in good standing vote and return their ballot via United States Mail prior to the annual reunion and no later than September 15.*
 - 4. *In those cases where no nominees have been presented, or all candidates have withdrawn, conduct organization elections at the annual business meeting in a year when elections are mandated and any special elections that may occur due to vacancy of the office holder.*

Section 7. CONSTITUTION AND BY-LAWS COMMITTEE:

- A. The Constitution and By-Laws Committee shall be convened as needed.
- B. The President shall appoint the Chairman and members.
- C. The duties of the Constitution and By-Laws Committee shall include, but not be limited to:
 - 1. Ensure all valid proposed amendments are published in Guardmount and posted on the VSPA web page.
 - 2. Ensure all proposed amendments:
 - a. Are complete statements that will stand on their own merit.
 - b. Clearly state the intent of the author and the section of the Constitution or By-Laws affected.
 - c. Reflect the actual estimated cost, if any, to the organization.

- d. Conform to procedures as established by the Committee.
 - e. Are legible, limited to one agenda item, and signed and dated by the author.
3. Review all received proposed amendments to ensure there are no duplications or frivolous submissions.
 4. Identify and remedy any proposed amendment that may cause a ripple effect.
 5. Upon completion of review, along with the Committee recommendation, submit to the Board of Directors for approval.
 6. Upon Board completion and approval, submit to the Secretary no later than September 15 of the current year for preparation of a ballot for use at the annual business meeting.
- D. The PROPOSED duties of the Constitution and By-Laws Committee shall include, but not be limited to:*
1. *Issue a call for proposed changes to the Constitution and Bylaws by publishing the call in*
 - a. *Guardmount.*
 - b. *By causing the Web Master to send a mass email to all to all current members in good standing who have a valid email address.*
 2. *Ensure that all proposed amendments are received by July 1 (unless there is an emergency) for consideration prior to the annual business meeting.*
 3. *Ensure that all proposed amendments:*
 - a. *Are complete statements that will stand on their own merit.*
 - b. *Clearly state the intent of the author and the section of the Constitution or By-Laws affected.*
 - c. *Reflect the actual estimated cost, if any, to the organization.*
 - d. *Conform to procedures as established by the Committee.*
 - e. *Are legible, limited to one agenda item, and signed and dated by the author.*
 4. *Review all received proposed amendments to ensure there are no duplications or frivolous submissions.*
 5. *Identify and remedy any proposed amendment that may cause a ripple effect that would adversely affect other by-laws.*
 6. *Upon completion of review, along with the Committee recommendation, submit to the Board of Directors for approval.*
 5. *Upon Board completion and approval, submit to the Secretary who will cause the proposed amendments to be published:*
 - i. *In Guardmount*
 - ii. *By the Web Master in a mass email to all current members in good standing who have a valid email address.*
 - iii. *If possible, the Web Master will endeavor to develop an on-line voting system for those who have an email address and access to the Internet.*
- E. The Secretary shall have the ballot mailed within Guardmount asking that each member in good standing vote and return their ballot via United States Mail prior to the annual reunion and no later than September 15.*

Section 8. VETERANS AFFAIRS COMMITTEE:

- A. The Veterans Affairs Committee shall be convened as necessary and be chaired by the VSPA Service Officer. The VSPA Chaplains shall also be members of the committee. The President will select additional members at large.
- B. The duties of the Veterans Affairs Committee shall include, but not be limited to:
 - 1. Maintain liaison with the Department of Veterans Affairs (VA) through available media, published and electronic, and contact the VA when necessary for clarification.
 - 2. Assist organization members with the filing of forms for updating or obtaining their service records or discharge documents.
 - 3. Publish information in Guardmount and on the VSPA web site bulletin boards regarding VA benefits and current issues of concern to organization members.

Section 9. AD-HOC COMMITTEES

- A. The President and or the Board of Directors may develop, establish and convene committees as necessary for the management of specific projects for the organization.

ARTICLE XVII – DISSOLUTION

Section 1. In the event the organization dissolves, all assets and monies shall be donated to a non-profit organization such as the United States Air Force Security Police Museum or the Air Force Museum, as determined by the Board of Directors.

Section 2. If the Board of Directors cannot agree on a non-profit organization, or if the Board of Directors cannot muster a quorum at the time of dissolution, all assets, monies, and items of historic value shall be turned over to the United States Air Force Security Forces Training Center. The USAF Security Forces Training Center shall have sole authority to use or dispose of all items turned over to them in a manner they deem appropriate.