

# The 57<sup>th</sup> Bomb Wing Association Constitution and By-laws

Approved by General Membership  
01-October-2012

## CONSTITUTION

### ARTICLE C-I

#### NAME:

The name of this organization shall be "The 57<sup>th</sup> Bomb Wing Association".  
Incorporated as a Non-Profit War Veterans Group [IRS Code 501,c, 19] under the laws of the State of Texas.

### ARTICLE C-II

#### PURPOSE:

To maintain the bonds of camaraderie forged through a common experience in defense of our Country.

To concern ourselves with a continued effort to uphold the Institution for which we served and for those who made the supreme sacrifice and did not return.

To support, as American Citizens, those traditions and beliefs in upholding the freedom and dignity of the individual.

To take such actions and positions as would be promote the common defense and safeguard the Constitution of the United States.

### ARTICLE C-III

#### LIMITS:

The association shall be civilian and shall not be used for the dissemination of partisan principles, nor the promotion of the candidacy of any person seeking office or preferment. All member participation shall be voluntary and without monetary compensation for services.

### ARTICLE C-IV

#### MEMBERSHIP:

##### Section 1, Classes

Service Member [SM]

Family Member [FM]

Associate Member [AM]

Honorary Member [HM]

**SERVICE MEMBER [SM]:** All who served with the 57<sup>th</sup> Bomb Wing, its components, and predecessor organizations, during the term of World War II. These organizations shall be referred to herein as units. Service Member [SM] shall be eligible to vote and hold elective office.

**FAMILY MEMBER [FM]:** *All others, age eighteen [18] or older*, who may be Spouses, and/or, other members of a, living or deceased, Service Member's family. Family Members [FM] shall be eligible to vote and hold elective office.

**ASSOCIATE MEMBER [AM]:** One who appreciates the history of the 57<sup>th</sup> Bomb Wing, the magnitude of its accomplishments and the sacrifices of its personal. Such members shall not have a vote. They shall pay dues, in an amount and frequency, as shall be established, from time to time, by the Association. They shall be privileged to attend all functions of the Association. They shall not be eligible to hold office or to vote.

**HONORARY MEMBER [HM]:** Such membership shall be awarded at the discretion of the Executive Board and shall carry with it no eligibility to vote or to hold an elective office of the Association.

All memberships shall be on an annual or lifetime basis, as set forth in Article VI hereof.

#### ARTICLE C-V

##### ORGANIZATION:

**Section 1,** The Association shall be organized according to the original Wing organizational structure of Headquarters, Groups, and Squadrons; its operations shall be managed by the Executive Board according to the line of responsibility set forth in Article XV, ADDENDUM, of the By Laws .

#### ARTICLE C-VI

##### DUES:

**Section 1.** Membership dues shall be paid on the following basis:

- a. As set by the Executive Board.
- b. Honorary Members shall be exempt from the payment of dues or assessments.
- c. Any individual may be exempt from further payment of Association dues as may be approved by the Executive Board.

## ARTICLE C-VII

### OFFICERS:

#### **Section 1. Elected Officers.** The Officers of the Association shall be:

- President
- First Vice President
- Second Vice President

They shall be elected at the General Membership Meeting of the Association. Such officers shall serve until the adjournment of the succeeding General Membership Meeting following their election, and thereafter until their successors are duly chosen.

No person may be elected to the office of President or Vice President for more than two [2] consecutive terms.

#### **Section 2.** The newly elected President and/or the Executive Board shall appoint a *Wing Administrator* who shall serve at the pleasure of the Executive Board.

The Wing Administrator shall:

- a. Be a non-voting member of the Executive Board and all duly constituted committees.
- b. Vote, however, in the event of a committee tie.
- c. Act as liaison among all the duly constituted committees.
- d. Report on an ongoing basis to member(s) of the Executive Board.

#### **Section 2a.** The Executive Board shall, in conjunction with the Wing Administrator, appoint a *General Membership Meeting Coordinator* who shall:

- a. Appoint a Program Committee that shall serve at the pleasure of the General Membership Meeting Coordinator.
- b. Consult with the Treasurer, the Wing Administrator and a member of the Executive Board.

#### **Section 3. National Chaplain.**

The National Chaplain shall be appointed annually by the newly elected President and/or the Executive Board and shall be a member of the Association.

#### **Section 4. Wing Historians.**

The Wing Historians shall be appointed annually by the newly elected President and/or the Executive Board and shall be members of the Association.

#### **Section 5. Wing Editor.**

A Wing Editor shall be appointed annually by the newly elected President and/or the Executive Board and shall be a member of the Association.

**Section 6. Membership Chairperson.**

A Membership Chairperson shall be appointed annually by the newly elected President and/or the Executive Board and shall be a member of the Association.

**Section 7. Sales Director.**

A Sales Director shall be appointed annually by the newly elected President and/or the Executive Board and shall be a member of the Association.

**Section 8. Vacancies.**

In the event of a vacancy among the elected officers of the Association, such vacancy shall be filled by appointment by the newly elected President and/or the Executive Board.

In the event of a vacancy occurring in the office of the President, the duties of the President shall be assumed by the First Vice President, until such time as a new President shall be selected by the Executive Board; as set forth in Article XV, Section 6 of the By-Laws

**Section 9. Approval.**

All such appointments by the newly elected President shall be subject to approval by the Executive Board, not later than its next scheduled meeting.

## ARTICLE C-VIII

**REUNION/GENERAL MEMBERSHIP MEETING:****Section 1. General Membership Meeting.**

General Membership Meetings may be considered synonymous and used interchangeably with "Reunions" for purposes within this document. The ensuing General Membership Meeting of the Association shall be held at a time and place determined by majority vote at the concurrent General Business Meeting.

1. The Site Selection Committee, having considered the availability of local representation and suitability of facilities at each of the proposed locations, will present its recommendations, in order of preference, to the Executive Board.
2. The Executive Board will select two sites and their associated time frames, with its recommendations, for consideration by the Members at the scheduled Business Meeting.
3. The members will then vote for the site and time frame of their choice for holding the General Membership Meeting, in the third [3<sup>rd</sup>] year ahead.

**Section 2. Voting.**

Only Members who are current on their dues, and who are present at the meeting, may exercise the right of voting.

**Section 3. Voting by Officers and Executive Board Members.**

The Officers of the Association and all members of the Executive Board, elected, permanent, appointed and ex-officio, shall be entitled to all of the privileges and benefits of delegates to the General Membership Meeting, except that they shall not vote on any question, or in any election, unless they meet the criteria set forth in Section 2 above.

**Section 4. Rules and Procedures.**

Except to the extent that they may hereafter be modified, amended, or supplemented, either by the Members at the General Membership Meeting or by the Executive Board, Robert's Rules of Order shall prevail at all Reunions of the Association.

**Section 5. Precedence.**

The President shall preside at the Reunion. If, for any reason, the President is absent, or unable to preside, the First, or Second Vice President, in that order, shall call the Reunion to order and shall preside during the Reunion or until the entrance of the President.

In the absence of the First and Second Vice Presidents, the Secretary, or in the absence of the Secretary, the Treasurer, or in the absence of the Treasurer, any member of Executive Board may call the Reunion to order. Whereupon the Reunion shall proceed to elect a President Pro-Tem to preside during the Reunion.

In the event that any of the duly elected officers are unable, or unwilling, to assume the office of the Presidency, the President Pro-Tem, shall remain in office until the next General Membership Meeting, when a new election shall take place.

**ARTICLE C-IX**

**EXECUTIVE BOARD**

**Section 1. Powers, Size, and Term of Office:**

Between *General Membership* Meetings, the administrative powers of the Association shall be vested in the Executive Board, which shall consist of the:

President  
 1st Vice President  
 2<sup>nd</sup> Vice President  
 Past Presidents, in attendance

Ex Officio:( a)  
 Wing Administrator,  
 Wing Editor

Secretary,  
Treasurer  
Membership Chairperson

**Powers, Size, and Term of Office:**

Between *General Membership Meetings*, the administrative powers of the Association shall be vested in the Executive Board:

[In the event of dual eligibility the Elected Office shall be determinative.]

(a) [*".....persons who are members of the board by virtue of an office they hold. ....When an ex-officio member ..... ceases to hold an office, his membership on the board terminates automatically".*]

*Robert's Rules of Order*

**Section 2. Meetings.**

The Executive Board shall meet at the call of the President, or, without distinction, any five [5] of its members, and may act through a majority vote, achieved by correspondence, telephone or such other means as may be feasible.

**Section 3. Vacancies.**

In the case of a vacancy among the Executive Board members, it shall be filled by appointment, of an eligible association member, by the President,

**Section 4. Finance Committee**

1. Duties: As set-forth in the Article B-V of these By-Laws

ARTICLE C-X

STANDING COMMITTEES.

The Association, from time to time, may provide, by its By-Laws, for such Standing Committees as may be deemed necessary. Except as otherwise provided in this Constitution, or in its By-Laws, the President, annually, shall appoint the members, designate the Chairperson, and fill all vacancies at a special meeting of the Executive Board following the General Membership meeting.

ARTICLE C-XI

SPECIAL COMMITTEES

The members at the General Membership Meeting, or the Executive Board, by resolution, or the President, by appointment, may create Special Committees and define their respective powers and duties. Unless provided in the resolution creating the committee, the President may annually fix the composition of each Special Committee, appoint the members, designate the Chairperson and fill vacancies. The creating authority may abolish any Special Committee created by it or by a subordinate authority.

## ARTICLE C-XII

### DISCIPLINE:

Any person holding any class of membership in the Association may be suspended or expelled for misconduct in his or her relation to the Association, for disloyalty to the United States, or upon conviction, in a court of competent jurisdiction, of a felony.

Members may be suspended or expelled only after notice and proper hearing as provided in these By-Laws. All such appeals shall be governed by the provisions of Article XI, Section 4, of the By-Laws.

## ARTICLE C-XIII

### DISESTABLISHMENT:

This Association shall be dissolved in accordance with the provisions of Article B-XII of the By-Laws.

## ARTICLE C-XIV

### AMENDMENTS:

Amendments to this Constitution may be proposed:

1. *By a two-thirds [2/3] vote of the Executive Board,*  
*Or,*
2. *By an eligible voting member, at a General Membership meeting.*
3. *All such proposals shall require a two-thirds [2/3] vote of the eligible voting members in attendance at the General Membership Meeting;*  
*If so voted;*
4. *Shall be published in the ensuing edition of the Men of the 57<sup>th</sup>.*
5. *An amendment, correction, or change to the instant amendment, shall be deemed a new amendment and shall require the procedure herein above set-forth.*

*Attendance, as used herein, shall be defined by the Executive Board and may encompass physical presence and such other presence as may be deemed acceptable by the President or the presiding officer.*

## END OF CONSTITUTION

**BY LAWS****ARTICLE B-I****DUTIES:****Section 1, President**

1. Principal representative
2. Guides policy
3. Insures the will of the membership is faithfully reflected
4. Presides at the General Membership Meeting
5. Confers and consults with the Executive Board
6. Serves as ex-officio, voting member of each standing and special committee
7. Resolves committee conflicts

**Section 2, Vice Presidents**

1. First and Second Vice Presidents shall perform such duties as may be assigned to them by the President, or by the Executive Board.
2. Perform such other duties as are usually incident to the Office.
3. First Vice President shall overview all aspects of operations, past present and future.

**Section 3, Secretary**

1. Insures the preparation and dissemination of records of the proceedings of the General Membership Meeting and Executive Board.
2. Verifies the presence of a quorum.

**Section 4, Treasurer**

1. The Treasurer shall, with the assent of the president, designate an Associate Treasurer.
2. The Associate Treasurer, shall have the capability to sign checks, with the approval of the President, in the event that the Treasurer is unavailable or unable to respond promptly, as deemed by the President, to matters that require immediate attention. Presidential approval for checks signed by the Associate Treasurer shall be provided on a case-by-case basis.
3. The Treasurer shall provide to the Executive Board, at least twice a year at the end of 1st & 3rd quarters, a copy of the most current bank statement. The Executive Board may request more on an as needed basis.
4. In the event of the appointment a new person or persons to the Treasurer or Assistant Treasurer position(s), the outgoing Treasurer shall turn over funds, and develop new check signature blocks, within 30 days of the appointment.

**Section 4A**

The Treasurer, together with the Associate Treasurer;

1. Collects, disburses and are custodians of all funds
2. Bills and receives dues.



3. All receipts shall be deposited in FDIC insured bank accounts. Funds not needed for day to day operations, shall be kept in an interest bearing account.
4. Guides long range financial planning
5. Maintains accounts and books
6. Compiles, analyses, interprets and reports financial data.
7. Submits operating budgets to Finance & Executive Board
8. Submits annual financial report to the General Membership Meeting
9. Submits for approval interim reports, as may be requested, to the Executive Board.
10. Submits proposals to the Executive Board, *not less than thirty [30] days prior to the Executive Board Meeting*. Such submissions may be made by email, or postal.

### **Section 5, Chaplain**

1. Invocations
2. Memorial programs
3. Maintain the "Helping Hand" account.(a)(b)

(a) [Contributions are to be made to the order of the " 57<sup>th</sup> Bomb Wing Association", segregated on the books and records, and deposited in the bank account of the 57<sup>th</sup> Bomb Wing Association. The Treasurer upon the receipt of the funds shall promptly notify the Chaplain in writing. All such funds shall be for the benefit of *Service Members* [SM] wishing to participate in association reunions. The Treasurer, at the direction of the Chaplain, shall issue and forward checks as directed, by the Chaplain. All such funds will be dispensed by the Chaplain for the sole benefit of the Service Members [SM]. Use of such funds shall be paid directly to the purveyors and restricted to travel, lodging, meals and concomitant entertainment.]

( b) [*The foregoing protocol is designed to respect the privacy of the Service Members. [There will be just one member of the 57<sup>th</sup> Association aware of the identity of the recipient, the Chaplain!]*

### **Section 6, Wing Historian/Archivist**

1. Preservation of archives
  - a. Publications
  - b. Photos
  - c. Mementos
  - d. Other material at the discretion of the Archivist
2. All such Archival material shall be catalogued and forwarded to *The National WWII Museum* in New Orleans, Louisiana.

### **Section 7, Wing Administrator**

1. Coordinates the operations of the Association
2. Maintains liaison among all elements of the Association
3. Confers with the President in implementation of programs
4. Submits unresolved conflicts to the Executive Board

5. Assists the Reunion Program Committee, as may be requested
6. Is a non-voting member of Executive Board.

#### **Section 8, Wing Editor**

1. Edits and Publishes the Association Newsletter, the *Men of the 57<sup>th</sup>*.
2. Oversees the distribution of the newsletter.

#### **Section 9, Membership Chairperson**

1. Maintains membership records
2. Records addresses
3. Distributes membership cards

#### **Section 10, Sales Director:**

1. In charge of the purchase and sale of merchandise.
2. Submits to the Executive Board a proposal for the purchase and sale of said merchandise.
3. The Executive Board in conjunction with the Treasurer reviews the proposal.
4. The Executive Board issues a pro or con resolution.

### **EXECUTIVE BOARD**

#### **Section 1, Meetings**

1. Shall meet concurrently with the General Membership Reunion,
2. As may be designated by the President
3. At the request of five [5] members
4. The President shall preside
5. In the Presidents absence, Article C-VIII, Section 5 of the Constitution shall prevail.

#### **Section 2, Quorum**

1. The presiding member may declare a quorum [See Article C-IX, Section 1 of the Constitution]
2. Absent members may vote by Telephone, writing, or such other means as may be feasible and shall be counted as present.

#### **Section 3, Powers**

1. In addition to those specifically conferred:
  - a. Responsible for general management
  - b. Make regulations
  - c. The Secretary shall make and keep records of the meetings

#### **Section 4, Subordinate Officers**

1. The President may upon the approval of the Executive Board, appoint subordinate officers.

### **ARTICLE B-III**

## STANDING COMMITTEES

### Section 1,

1. Executive
2. Archive
3. Nominating
4. Constitution
5. Reunion
6. Such others as may be appointed by the Executive Board.

### Section 2, Meetings

- a. At specified times – After due notice
- b. At the request of a majority of the Committee

### Section 3, Reports

1. Each Committee or Council shall keep records and make written reports, as requested by the President or Executive Board

### Section 4, Removal

1. As provided by the Constitution

### Section 5, Duties

1. As charged by the Constitution
2. As set-forth in the by-laws
3. Nominating Committee
  - i. Offices
  - ii. Service Award
4. As determined by the President, and/or
5. The Executive Board

### Section 6, Appropriations

1. As approved by the Finance Committee
2. As authorized by the Executive Board
3. As authorized by the Association

## ARTICLE B-IV

### NOMINATING COMMITTEE

#### Section 1, Membership

1. One member from each Group plus the First Vice President
2. The President or the Wing Administrator shall break a tie.
3. The First Vice President shall be the Chairperson

#### Section 2, Meeting

1. The committee shall meet at a time and place selected by the Chairperson, or by conference call, or such other manner as may suit their purpose.

2. Nominations shall be made for all elective offices
3. Nominations shall be submitted to the membership for vote at the next General Membership Reunion.

**Section 3, Other Nominations**

Nominations may be made from the floor at the meeting of the members at the ensuing General Membership Reunion.

**ARTICLE B-V**

**FINANCE COMMITTEE**

**Section 1, Elimination:**

1. The Executive Board shall assume the duties of the finance committee.

**Section 2. Duties:**

1. Oversee the Treasurer
2. Order Audits as deemed appropriate, but not less than annually
3. Designate a member to oversee investments
4. Establish guidelines and procedures which shall form the basis for all financial measurement, compensation, expense and audit by the Wing Coordinator, and/or other committees of this Association

**ARTICLE B-VI**

**SITE SELECTION COMMITTEE**

**Section 1, Composition**

1. Reunion Chairperson
2. Wing Administrator
3. Members designated by the Reunion Chairperson

**Section 2, Procedures:**

1. As set-forth in the Constitution and these By-Laws.

**ARTICLE B-VII**

**REUNION PROGRAM COMMITTEE**

**Section 1, Composition**

*Under the auspices of the Site Committee*

**Section 2. Function**

2. Shall plan, commit, budget, publish and execute the Reunion Program. Bound, however, by the provisions of Article B-XI of these By-Laws.

**ARTICLE B-VIII**

## CONSTITUTION AND BY-LAWS COMMITTEE

### Section 1, Composition:

1. Three [3] members appointed by the President one of whom shall be designated Chairperson.

### Section 2, Functions:

1. Consideration of proposed changes
2. Report recommendations to the Executive Board
3. The Chairperson shall serve as the Parliamentarian of all Executive Board and General Reunion meetings.

## ARTICLE B-IX

### OVERVIEW COMMITTEE

#### Section 1, Elimination:

1. The Executive Board shall assume the duties of the Overview Committee.

#### Section 2. Functions:

4. Review all aspects of the Association operations
5. Recommend corrections to the General Membership

## ARTICLE B-X

### DISCIPLINE

#### Section 1,

1. The complaints against any member shall be received and considered by The Executive Board. The Executive Board shall establish rules for hearing the complaint.
2. In the event of a complaint against the President, the First Vice President shall preside.
3. The Executive Board shall notify, and afford a hearing to the complaining member. A two-thirds [2/3] vote shall be required to remove an elected or appointed Officer or Committee Chairperson.
4. A separate two-thirds [2/3] vote shall be required to deny continued Membership in the Association
5. Action taken by the Executive Board shall be final
6. The Member may appeal action taken by the Executive Board, in writing. Only one such appeal will be allowed; the ruling will be final

7. All records and Association property in the members possession shall be surrendered pursuant to Article BXV, Section 5 of these By-Laws
8. All members in arrears six [6] months in payment of their dues shall automatically forfeit membership. Reinstatement shall be made upon the payment of past due dues.
9. No member financially unable to pay dues, shall be denied Association membership

#### ARTICLE B-XI

#### GENERAL PROVISIONS

1. Member(s), or Association Units, shall not enter into any agreement, leases or commitments, of any kind or nature whatsoever, the direct, or indirect effect of which shall be to legally obligate, or constrain the Association, without the explicit prior written approval of the President and the Wing Administrator or such other member(s) as the Executive Board shall designate. Nor shall they engage in any activity contrary to, or inconsistent with, the purposes of policies of the Association.
2. The Association shall hold the authorized signors of any such agreements, or contracts, harmless from any claim against them by virtue of their signature.
3. The fiscal year of the Association shall be 1 January to 31 December

#### ARTICLE B-XII

#### DISSOLUTION

1. Members shall be notified in writing of a recommendation to dissolve the Association
2. Any such recommendation shall be by a two-thirds [2/3] vote of the Executive Board in formal session at a Reunion. The recommendation shall then be presented to the General Membership, for action at the next ensuing Reunion.
3. A two-thirds [2/3] vote of the General Membership shall be needed to carry the motion.

#### ARTICLE B-XIII

#### DISPOSITION

1. Upon the formal Dissolution of the 57<sup>th</sup> Bomb Wing Association;
  - i. All association records, written, pictorial, artifact and others of historical relevance shall be conveyed, by the Historian/Archivist, to the National WWII MUSEUM, New Orleans, Louisiana.

- ii. Funds remaining after the disposition of all Association debts, shall be conveyed, by the Treasurer, without stipulation of use, to the Air Force Assistance Fund.
- iii. Confirmation of the actions taken, pursuant to i, and ii, above shall be transmitted, in writing by the Secretary, to all Members in good standing, and to all appropriate Government Agencies, i.e. IRS, of the completion of the dissolution

#### ARTICLE B-XIV

##### AMENDMENTS

These By-Laws may be amended by majority vote of the Members at the General Membership Reunion.

#### ARTICLE B-XV

##### ADDENDUM

**1. Duties:** Each Committee shall be charged with the duties assigned to it in these By-laws and in the Constitution. The President, and/or the Executive Board shall resolve all questions of jurisdiction.

**2. Appropriations:** The Chairperson of a Committee may make application to the Executive Board, for appropriation of funds for the work of the Committee. No monetary obligation shall be incurred without the express authorization of the Executive Board

**3. Voting ties:**

If a Committee vote shall end in a tie, the Presiding Member or the Wing Administrator shall cast the deciding vote.

**4. Quorum:** The presiding member of any Committee may declare a quorum. Absent members may vote by Telephone, writing, or other means of communication, and shall be counted as present.

**Section 4, Removal:** Except as provided by the Constitution and these By-laws, any appointed member of a Committee may be removed from office by the President or a vote of the Executive Board.

**Section 5, Records and Properties:** All association records and paraphernalia are the exclusive property of the 57<sup>th</sup> Bomb Wing Association. Such of the foregoing items, in the possession of any member, upon demand by a majority vote of the

Executive Board, shall forthwith be surrendered to the Historian or Wing Coordinator. Each of whom are herewith charged with the proper disposition of all such items, pursuant to the Constitution and these By-laws

**Section 6, Precedence:** If, for any reason, the President is absent or unable to preside, then, and in that event, the following shall preside at the General Membership Reunion, in the enumerated order.

1. First Vice President
2. Second Vice President
3. Secretary
4. Treasurer
5. Past Presidents; In reverse order of seniority
6. The presiding officer of the Executive Board

**Section 7: Complementary:**

The Editor of the "Men of the 57<sup>th</sup>" shall receive special considerations, as determined by the Executive Board, at General Membership Meetings.

**END OF BY-LAWS**



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