

**BYLAWS  
of the  
TAN SON NHUT ASSOCIATION, INC.  
2015 Revision**

**ARTICLE I – THE ASSOCIATION**

**Section 1 – Name.** The name of the corporation shall be: Tan Son Nhut Association, Inc. ("Association").

**Section 2 – Purposes.** The purposes of the Association are as provided for in the Articles of Incorporation and are the following:

- 1) to perpetuate the history of Tan Son Nhut Air Base, Republic of Vietnam, especially as it existed from 1959 to 1975;
- 2) to recognize and honor those who served at or were affiliated with this air base during that period of its history, with particular tribute to those who gave the last full measure of devotion in its defense; and
- 3) to conduct benevolent, cultural, educational and social programs of benefit to the Association's members.

**Section 3 – Principal Office.** The principal office of the Association shall be decided from time to time by the Board of Directors.

**Section 4 – Registered Agent.** The Association shall have a registered agent as required by law.

**ARTICLE II – MEMBERS**

**Section 1 – Membership.** Membership is open to anyone interested in the purposes or mission of the Association but is limited to natural persons. Only active members in good standing shall be entitled to vote, serve as a director, hold office or chair committees.

**a. Classes of Membership.** There are four (4) classes of membership with following criteria:

- **Veteran:** Any veteran of any branch of service who had direct or indirect assignment to, or temporary duty with, any of the units and activities at Tan Son Nhut Air Base, Saigon, Republic of Vietnam during the period 1959 through 1975 is eligible for membership, provided the applicant was not separated from military service under other than honorable conditions. civilian employees and contract personnel who served at the base are qualified for this class of membership.

- **Veteran Family:** Family members of individuals otherwise qualified for Veteran class of membership.
- **Supporting:** Other persons who share an interest in the purpose of the Association are eligible for this class of membership.
- **Honorary:** That conferred by the Board upon noteworthy, deserving individuals nominated by one or more members of the Association. The Board shall establish criteria, policies, and procedures for these appointments.

Veteran, Veteran Family, and Supporting Members may hold office in the Association, vote in Association elections, and be recipients of Association Awards.

- b. Good Standing.** Good standing shall mean those active members who: (1) have been accepted for membership; (2) have paid and continue to pay required dues; and, (3) support the Association's governing documents as well as its goals, objectives, policies and practices.
- c. Loss of Good Standing and Hearing.** The President, with advice and consent of two other Association officers, may declare a member "not in good standing" based upon clear and convincing evidence that the member: (1) has failed to pay amounts due the Association within the established grace period; or, (2) has acted in a manner that has caused or may cause irreparable harm to the spirit, intent or purposes of the Association; or, (3) has been convicted of a criminal or civil act that would tend to discredit the Association; or, (4) has engaged in behavior that is clearly disruptive of the business of the Association.

A member facing loss of good standing is entitled to an administrative hearing conducted by three or more officers or directors appointed by the President, provided that the member submits a request to the Secretary for such hearing and provides sufficient evidence to justify a hearing as judged by the President. A request for hearing must be submitted within 45 days of the "not in good standing" declaration. If a hearing is held, the decision of the Board is final.

**Section 2 – Nondiscrimination.** No person shall be rejected for membership in the Association on the basis of sex, age, race, color, religion, national origin, handicap, or sexual orientation.

### **ARTICLE III – MEMBER MEETINGS**

**Section 1 – Member Meetings.** The Board shall schedule and notify members of meetings of the membership. Membership meetings shall include on the agenda at least the following: (1) the report of the President; (2) the report of the Treasurer to include the budget for the next year; (3) election results of directors and officers; (4) general business of the Association; and (5) other business matters as needed.

**Section 2 – Special Meetings.** A special meeting of the Association's members may be called by the Board or by a written petition signed by a majority of the Association's members.

**Section 3 – Notice.** Meeting of the members shall be held at a location, date and time selected by the Board. Under normal circumstances, the meeting will be in conjunction with an Association reunion. Notice of member meetings, including special meetings if necessary, shall comply with legal notice requirements.

**Section 4 – Quorum.** 50 members in good standing who are present to vote in person or who are represented by proxy or mailed ballot shall constitute a quorum. A majority of said quorum shall be necessary for adoption of any matter presented for vote. The act of a majority of members in good standing at a meeting at which a quorum is present shall be considered the act of members.

**Section 5 – Assemblies.** General assemblies of various members or Directors for social events, special programs, or while in attendance at meetings of other organizations, are encouraged; however, such gatherings shall not constitute a meeting of the members of the Association unless so designated.

#### **ARTICLE IV – MEMBER VOTING**

**Section 1 – Member Voting.** Members in good standing, defined by Article II, Section 1a as being eligible to vote, may vote on any matters presented as a motion at any member meeting. Votes found to be cast by members not in good standing are invalid and will not be counted. The most recent member list available shall serve to identify members in good standing. Each member in good standing shall be entitled to cast one vote on each matter presented. Cumulative voting is not allowed.

**Section 2 – Voting Methods.** Members may vote by any one of the following means:

- a. In person.** Members in good standing who have not submitted a mailed ballot, an email ballot, or signed a proxy may vote in person at any meeting of the members.
- b. By Mail.** Members in good standing, who will not be voting in person or who have not signed a proxy authorizing another member to vote for them, may vote by mailed ballot, provided that the ballot is signed and dated by the member and received before the established time and date of the vote count.
- c. By email.** Members in good standing, who will not be voting in person or who have not signed a proxy authorizing another member to vote for them, may vote by email ballot that is submitted to a site designated by the Secretary. Email must be received before the established time and date for the vote to count.
- d. By Proxy.** Members in good standing who will not be voting in person or who do not wish to vote by mailed ballot or email may vote by authorizing another member in good standing to vote for them, provided that the proxy is signed and dated by the member and is received before the established time and date of the vote count. A proxy shall be revocable at the pleasure of the member who signed it, provided that it is revoked prior to the vote count. Election proxies expire the moment vote counting is concluded.

**Section 3 – Board Voting.** Only Directors of the Association are entitled to vote on matters during a meeting of the Board. Methods of voting shall adhere to Section 2 of this Article.

## **ARTICLE V – DIRECTORS**

**Section 1 – Board of Directors.** The Board of Directors ("Board") is responsible for governance and management of the Association. Minimum membership of the Board shall include four elected officers and three elected directors. Not more than four additional directors may be elected from time to time, provided that the total number of directors at any given time does not exceed 11. Directors shall serve without compensation or honorarium.

- a. Terms.** Terms of elected directors shall be four years. Directors may be re-elected for an unlimited number of terms.
- b. Nominations.** At least five months prior to a scheduled meeting of the members, the Association officers shall, by agreement of three of the four, appoint a Nominating Committee composed of members in good standing. Should there be a vacant officer position, two of three must agree. The Association President cannot be a member of the Committee. The members of the committee shall determine among themselves a Chairman. The Committee shall be responsible for identifying and recommending to the Board candidates willing to run in the next election.
- c. Elections.** A printed election ballot that includes a proxy provision shall be mailed (surface or email) to all members in good standing at least thirty days prior to each election date. Mailed ballots and proxies received before the established deadline shall remain unopened until counted by the Holders of Election. The Holders of Election are the Secretary and a member of the Board, not an officer, that is determined by the officers who appointed members of the Nominating Committee. A Holder of Election cannot be a person standing for election to any office. Should the Secretary be standing for election, the Vice President or Treasurer shall fulfill the duties. Mailed ballots or proxies received by the Holders of Election after the established deadline shall be declared invalid.
- d. Resignations.** A director may resign at any time by submission of a written letter of resignation to the Secretary or President. The resignation is effective when accepted by the Board. The director vacancy created by the resignation will be filled by a member in good standing who is appointed to the Board by majority vote of the standing directors to fill the unexpired term.
- e. Removal.** An elected director can be removed only by a three-fourths vote of the entire Board of Directors. Removal must be for cause per Section 3c of this article. Directors appointed by the Board to an unexpired term can be removed for cause by a majority vote of the entire Board.

**Section 2 – Declaration of Policy.** Declaration of Association policy is reserved by the Board. Individual Board members shall not make nor declare policy on behalf of the Association.

### **Section 3 – Conduct, Conflict of Interest, Causes for Removal, and Indemnification**

- a. Standard of Conduct.** Directors shall discharge their duties, including duties as an officer of the Association, in accordance with their good faith judgment of what is best for the Association. Any member alleging a violation by a director or officer of this standard of conduct shall have the burden of proving the alleged violation of the standard.
- b. Conflict of Interest.** A conflict of interest transaction is any business with or on behalf of the Association in which a director has a direct or indirect personal interest and stands to gain from the transaction. Any director who has reason to believe that he or she has a potential conflict of interest is required to present for the Board's consideration the material facts of the proposed transaction and an explanation of the individual's personal interest in the matter. The Board shall then decide whether the transaction will be fair to and in the best interests of the Association or whether the potential conflict of interest or the appearance of a conflict of interest outweighs any benefit to the Association.
- c. Causes for Removal.** A board member may be removed from the board for any actions that would make him (her) to not be a member in good standing. Other reasons for removal, that do not designate the member as not being in good standing, are:
- Non-participation in Board activities, without justifiable reason, for six or more months.
  - Willful disregard for the safety of themselves or others while involved in TSNA activities.
  - Any actions that could bring embarrassment to or cause legal action to be taken against the Association.
- d. Indemnification.** The Association shall, to the fullest extent of the law and the IRS Code, save, indemnify and hold harmless any person who was or is a party, or is coerced to be made a party, to any threatened, pending or completed action or suit, by reason of the fact that he or she is or was a Director against all of the liabilities, expenses, including attorney fees actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit. The indemnification provided for herein shall be deemed not exclusive of any other rights to which those indemnified may be entitled under any Bylaw, agreement, vote of disinterested Directors, or otherwise, both as to action in her or her official capacity and as to action in another capacity while holding such office. Such indemnification shall continue as to a person who has ceased to be a Director and shall inure to the benefit of the heirs, executors, administrators, beneficiaries, and other successors in interest or obligation of such a person. The Association shall be authorized but not required to purchase liability insurance for Directors and officers.

### **ARTICLE VI – OFFICERS**

**Section 1 – Officers.** There shall be four officers of the Association, including a President, Vice President, Secretary, and Treasurer.

- a. **Selection.** Officers shall be elected by the membership in the same manner as for directors. A director cannot simultaneously hold more than one officer position.
- b. **Board Appointment of Officer.** The Board may appoint an officer from among the directors only when necessary to fill the remaining term of an officer position that becomes vacant. The period of appointment to the office expires as of the date of the next election.
- c. **Powers.** Officers of the Association shall each have such general powers and duties as are customary for corporate officers and as generally pertain to their respective offices as well as such powers and duties as may be from time to time conferred upon an officer by the Board. Individual officers may not act independently of the Board except as the Board specifically delegates. Election or appointment of an officer shall not of itself create any contract rights.

**d. General Responsibilities and Duties of Officers:**

- (1) **President.** The President: (a) serves as chief executive officer; (b) provides overall leadership; (c) ensures that the Association conforms to its governing documents; (d) ensures the effectiveness of the Board; (e) ensures that all resolutions and orders of the Board are carried out effectively; (f) presides at all meetings of the members and the Board; (g) signs written instruments on behalf of the Association; and, (h) performs all other customary duties and responsibilities of a President.
- (2) **Vice President.** The Vice President assumes responsibilities and duties of the President when the President is unavailable or unable or refuses to perform, manages one or more operational functions of the Association as delegated by the President, and completes other delegated duties assigned by the President or Board.
- (3) **Secretary.** The Secretary: (a) ensures the integrity and safekeeping of corporate records; (b) ensures that proper legal notice is give members of all meetings of members or the Board; (c) records or arranges recording of all election results and minutes of all meetings; (d) advises the Board and membership regarding required compliance with applicable statutes, the Articles of Incorporation and Bylaws; and, (e) performs other duties ordinarily incident to the office of Secretary of a corporation. The Secretary also manages one or more operational functions and accomplishes other delegated duties assigned by the President.
- (4) **Treasurer.** The Treasurer: (a) ensures the integrity and safekeeping of financial records; (b) exercises oversight of the financial processes and transactions of the Association; (c) accounts for and protects all funds; (d) prepares annual capital, operating and reserves budgets; (e) tracks all receipts and disbursements; (f) presents the financial status of the Association as directed by the Board; and, (g) performs all other duties ordinarily incident to the office of Treasurer of a corporation. The Treasurer also manages one or more operational functions and accomplishes other delegated duties assigned by the President.

- e. **Order of Succession:** Per Section 1d(2) of this Article, the Vice President assumes duties of the President should there be a vacancy. Should the Office of Vice President be vacant in the case of a presidential vacancy, the Secretary shall assume the duties. Next in line is the Treasurer, followed by directors in order of their seniority on the Board.

## **ARTICLE VII – OTHER CORPORATE RESPONSIBILITIES**

**Section 1 – Chaplains.** The Board shall appoint a Chaplain of the Association and may appoint one or more Associate Chaplains. The Chaplain is a nonvoting member of the Board of Directors and may participate in all meetings and deliberations.

**Section 2 – Communications Director/Webmaster.** The President, with concurrence of the Board, shall appoint a director to assume responsibility for public communications. This individual may also serve as webmaster of the Association, or another director or member may be appointed to that position to serve under the Director of Communications. If a member of the Association is not available to perform the duties of Webmaster, it is permissible for the Board to hire a contractor to perform that function. A backup to the webmaster shall also be identified.

**Section 3 – Revetments Editor-in-Chief.** The Board shall appoint a director or other member as Editor-in-Chief and may appoint one or more Associate Editors for its newsletter, Revetments.

**Section 4 – Other.** The President may delegate to other directors or other members responsibility for operational functions such as membership, public relations, fund raising, and other necessary functions.

## **ARTICLE VIII – DIRECTOR MEETINGS**

**Section 1 – Directors' Meetings.** The Board shall meet in person or electronically at least once each calendar year and more often as necessary as determined by the President. At the direction of the President, the Secretary shall notify directors of the location, date, and time for in-person and electronic meetings. Electronic meetings require that all communications be transmitted immediately to each participating director and that each participating director be able to immediately send messages to all other participants. The President shall conduct and chair all meetings, or in the absence of the President, the Vice President shall chair it. If neither is available, chair of the meeting is determined by Article VI, Section 1e.

**Section 2 – Special Meetings.** A special meeting of the Board can be called by a majority vote of the Directors. Business at a special meeting shall be limited to addressing only the purpose for which the special meeting was called.

**Section 3 – Quorum.** Participation of more than half of the directors constitutes a Board quorum. Adoption of any matter requires a majority vote of those directors voting. The act of a majority vote of directors voting at a Board meeting at which a quorum is present shall be an act of the Board.

**Section 4 – Open Meetings.** In person meetings of the Board shall be open to members, except that the Board may vote to convene in executive session to discuss legal matters or possible proceedings against a member.

**Section 5 – Agenda.** The agenda and procedural matters for Board meetings shall be prepared and distributed by the Secretary as directed by the President.

**Section 6 – Board Action without Meeting.** An action required or permitted to be taken at a Board meeting may be taken by electronic means without a formal in person or electronic meeting of the Board so long as not more than three Board members object. The Secretary shall establish and maintain policies and procedures for initiating and conducting these kinds of actions. All current Board members shall be considered as being available to vote when final vote tally, that shall also include non-votes or voting present, is published.

#### **ARTICLE IX – COMMITTEES**

**Section 1 – Appointment.** The Board may create as many standing or ad hoc committees as considered necessary to assist in governance and management of the affairs of the Association. Committees shall be created or dissolved based upon vote of the Directors.

**Section 2 – Charge, Rules and Guidelines.** When appointing a committee, the Board shall present the committee's charge, legal requirements of the committee's work and guidelines for the committee. Committees may act only to the extent specified at the time of appointment. Committee members shall not speak or act for the Board, except when formally delegated such authority.

#### **ARTICLE X – RULES OF ORDER**

**Section 1 – Rules.** The Board shall make and adopt Rules of Order for the conduct of meetings of the members and the Board.

**Section 2 – Robert's Rules.** When an Association rule is deemed not sufficiently clear, the members and Directors shall rely on applicable provisions of Robert's Rules of Order.

#### **ARTICLE XI – FISCAL MATTERS**

**Section 1 – Income.** There are four sources of income or funding to operate and sustain the Association.

- a. Dues.** The amount of annual member dues shall be established each year by the Board and shall be based upon needs established and approved in the Association's annual budget. The Board may reduce annual dues for those members who elect to pay dues in advance for at least five years or for the member's lifetime.
- b. Fees.** Individual participant fees shall be charged to cover costs related to member meetings, cultural, educational or social events.

- c. **Special Assessments.** To cover unusual or unforeseen costs of the Association, members may be charged a special assessment. Any special assessment proposed must be approved by two-thirds of the Directors and then placed before the membership for vote. More than fifty percent of members casting votes on the matter must approve.
- d. **Contributions and Bequests.** These are monies given to the Association by members and others. They may be directed to a specific fund or to the General Fund. In absence of any direction, they will be applied to the General Fund.

**Section 2 – Uses of Income.** Income shall be used exclusively for operating expenses of the Association and for charitable or educational purposes approved by the Board. No part of the income of the Association shall inure to the benefit of any member, director, officer, or any other individual.

- a. **Disbursements.** All disbursements and records of disbursements of the Association shall conform to the legal requirements of the law, the Articles of Incorporation and the IRS. Disbursements that, if made, will exceed the approved budget, shall be made only by the Board and only when necessary for the operation and viability of the Association.
- b. **Expense Reimbursement.** Payment to a Director or contract employee for expenses incurred or services provided must be for support of Association operations or activities approved by the Board. All such payments must meet the strict requirements of the Articles of Incorporation.
- c. **Specific Funds.** Contributions or bequests that are directed may be placed in funds that are established by the Board for specified projects or purposes. Specific fund balances shall not be obligated for general Association operations without a specific vote of the Board.
- d. **Investments.** If monies are not obligated or spent in the short term, they may be invested in “safe” securities like certificates of deposit or U.S. Government bonds. They shall not be invested in common stocks or other investments that are construed to carry risk.

**Section 3 – Budget.** The Treasurer shall prepare and present to the Board a proposed, annual operating budget based on the calendar year. After a provisional approval by the Board, it shall be published in Revetments. Members will be given thirty days from publication date of Revetments to submit comments relating to the proposed budget for consideration by the Board. After the thirty days comments period has passed, the Board approval will be considered final.

## **ARTICLE XII – DURATION AND DISSOLUTION OR TERMINATION**

**Section 1 – Duration.** The duration of the Association shall be perpetual, unless dissolved or terminated.

**Section 2 – Dissolution or Termination.** A recommendation by the Board for voluntary dissolution or termination of the Association must be approved by at least two-thirds of the

Directors serving and must state clearly the reason(s) for the action. Approval of the Board's recommendation for voluntary dissolution or termination requires a majority of those members voting on the matter. Involuntary dissolution, as ordered by a court or other entity with powers to do so, shall not require a vote of the Board or members.

**Section 3 – Distribution of Assets and Legal Requirements.** NINTH of Articles of Incorporation shall prevail.

### ARTICLE XIII – AMENDMENT

**Section 1 – Right to Amend.** The Board reserves the right to amend these Bylaws, provided that such amendment complies with all legal requirements and conforms to the provisions of the Articles of Incorporation. Bylaws amendments require a two-thirds vote of the Board.

**Section 2 – Petition.** Any member in good standing may submit to the Board a petition to amend these Bylaws. Upon receipt of a petition, the Secretary shall determine whether the proposed amendment violates any governing document. The Board shall reject any petition that violates one or more governing documents.

**Section 3 – Approval.** A petition for amendment that is not in violation of any governing document shall be considered by the Board and submitted to the members for comments; the request for comments will be posted in Revetments. Following a comment period of thirty (30) days that commences with publication date of Revetments, the amendment shall be approved by the Board if a majority two-thirds of Directors vote to adopt the amendment.

### ARTICLE XIV – SEVERABILITY

**Section 1 – Severability.** All provisions of these Bylaws are severable. If any provision or portion herein is found to be unenforceable by arbitration or a court of competent jurisdiction, all other provisions shall remain in full force and effect.

### ARTICLE XV – EFFECTIVE DATE OF BYLAWS

**Section 1 – I HEREBY CERTIFY** that these Amended and Restated Bylaws are approved by resolution of the Board of Directors on June 14, 2015 and that the foregoing is a full, true and correct copy.

WITNESS my hand.

signed \_\_\_\_\_ June 14, 2015  
Randall W. Brown, President Date

signed \_\_\_\_\_ June 14, 2015  
Dale F. Bryan, Secretary Date