



Sacramento Blue Star Moms Bylaws

Article I – Name

This organization was chartered on November 18, 2005, through the authority of the Blue Star Mothers of America, Inc. (BSMoA).

This organization shall be known as: **Sacramento Blue Star Moms – California Chapter 7**

The business of the organization may also be conducted as:

Sacramento Blue Star Moms or Sacramento Blue Star Moms – CA7

Article II – Purpose

The Sacramento Blue Star Moms (SBSM) is a non-profit public benefit organization and is not organized for the private gain of any person. SBSM is a charitable organization operated exclusively to support all U.S. troops regardless of their hometown; support the U.S. Military past, present and future; honor Gold Star Families and remember the heroes they lost; and participate in Military and Veteran community awareness.

1. The SBSM serves the area of south Placer County and Sacramento County.
2. No substantial part of the activities of the organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
3. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or private person.

Article III – Governing Documents

The SBSM shall be governed by the following documents in the order listed:

United States Constitution; United States Code, Title 36, Chapter 305 – Blue Star Mothers of America, Inc.; BSMoA Constitution; BSMoA Bylaws; BSMoA Code of Conduct; BSMoA Leadership Handbook; BSMoA Affiliation Agreement; SBSM Bylaws.

Article IV – Membership and Dues

This section of the SBSM Bylaws shall be governed by the appropriate Article(s) of the most recently adopted and approved BSMoA Constitution; BSMoA Bylaws; and BSMoA Code of Conduct.

Article V – General and Special Meetings

1. The General Meeting date of the SBSM is the fourth (4th) Tuesday of each month from January through November. A General Meeting may be cancelled with a majority vote of the General Membership at a General Meeting held prior to the proposed cancelled General Meeting date. A General Meeting may be rescheduled with a majority vote of the Executive Board.
2. The meeting Notice and Agenda for General Meetings shall be sent by email or postal mail to all current members of record at least three (3) days in advance of the meeting.

3. The President may call a Special Meeting or four (4) current members of record in good standing may call a Special Meeting by submitting a written request by email or postal mail to the Recording Secretary. The written request shall include the signatures of the four (4) members requesting the meeting. The written request shall include the nature of the meeting along with any supporting documentation or information that demonstrates the necessity of the request and intended purpose, proposal, outcome, etc. to be submitted for consideration, evidence or support for any action being requested as an outcome of the special meeting.
4. Notice of the Special Meeting shall be sent by phone, email, or postal mail to all current members of record at least three (3) days in advance of the meeting.
5. General or Special Meetings may take place in person or by video conferencing.
6. The quorum for all General and Special meetings is three (3) Executive Board Officers and four (4) General Members.

Article VI – Executive Board

1. The SBSM Executive Board shall consist of a minimum of five (5) mandatory elected officers including one (1) President, one (1) 1st Vice President, one (1) Treasurer, one (1) Financial Secretary and one (1) Recording Secretary.
2. SBSM Executive Board meetings are open to General Membership.
3. Notice of SBSM Executive Board meetings shall be communicated by email, postal mail, or notice in the General Meeting to the General Membership at least three (3) days in advance of the meeting.
4. The Executive Board shall meet at least six (6) times between September 1 and August 31.
5. The President may call an Emergency Board meeting to address critical items that cannot wait until the next Board meeting. The Emergency Board meeting may take place in person, through video conferencing or by email. Procedures outlined in the BSMoA governing documents will be followed to conduct an Emergency Board meeting for financial purposes. A summary of email voting results shall be provided to the General Membership.
6. The quorum for all Executive Board meetings is four (4) officers.

Article VII – Officers

1. The officers of the organization shall be elected annually by the General membership present at the July General Meeting.
2. An officer of a chapter shall hold office for a term of one (1) year, or until a successor is elected. The term of office begins immediately upon completion of the installation ceremony. An officer may serve additional terms in the same office, whether consecutively or non-consecutively as the need arises (upon the request and with the consent of her chapter.)
3. Any member in good standing (as defined in Article IV) present at the July General Meeting may nominate a member in good standing for an officer position. If the nominee is not present at the July General Meeting, they shall communicate their acceptance of the nomination by letter, email or cell phone text message prior to, or at, the July General Meeting.
4. All Members in good standing present at the July General Meeting shall have one (1) vote for each officer position up for election.
5. Voting for officers shall be cast by secret ballot.
6. Votes shall be tallied by an Associate or non-member guest invited to the meeting for the sole purpose of collecting and tallying the votes.
7. The nominee who receives the most votes shall be elected to that position. If the nominee is running unopposed, a secret ballot vote shall not be conducted.
8. In the event where less than five (5) officers are elected at the July General Meeting, a second election shall take place at the August General Meeting to elect the remaining open positions.
9. Officers shall not be compensated for their service. Officers shall be entitled to reimbursement of expenses incurred on behalf of the organization if such reimbursement is approved by affirmative vote of the Executive Board.

10. No member shall hold more than one (1) elected position at the same time. The following is a list of possible officer positions and their roles and responsibilities:

President: Prepare notices and agendas for and preside over all Executive Board, General, and Special meetings; represent SBSM at official functions; serve as a role model to the General Membership; appoint committee chairmen; and oversee committees and community outreach.

1st Vice President – Membership: Assist and/or represent the President as needed at meetings, events, and ceremonies; temporarily replace the President if the President is unable to perform; authorized to sign checks on the Chapter checking account; receive and process membership applications, roster forms and dues received from the Chapter Members; and perform all other duties as needed, assigned, or requested by the President.

Vice President of Fundraising (non-mandatory position): Assist and/or represent the President as needed at meetings, events, and ceremonies; temporarily replace the President if the President and 1st Vice President are unable to perform; develop and implement an annual fundraising calendar designed to meet Chapter income needs; manage fundraising events with help from volunteers; and perform all other duties as needed, assigned, or requested by the President.

Vice President of Blue to Gold (non-mandatory position): Assist and/or represent the President as needed at meetings, events, and ceremonies; temporarily replace the President if the President, 1st Vice President and VP of Fundraising are unable to perform; represent the Chapter as our Blue to Gold Liaison; and perform all other duties as needed, assigned, or requested by the President.

Vice President of CARE Package Coordination (non-mandatory position): Assist and/or represent the President as needed at meetings, events, and ceremonies; receive, inventory, and manage donated CARE Package products; coordinate packing parties; and perform all other duties as needed, assigned, or requested by the President.

Treasurer: Assist and/or represent the President as needed at meetings, events, and ceremonies; authorized to sign checks on the Chapter checking account; responsible for one (1) of the bank debit cards; pay all bills of the organization; ensure all Chapter checks are co-signed by either the Chapter Financial Secretary or 1st Vice President; maintain accurate financial records; prepare and submit all financial forms, tax returns and documents for the Chapter; responsible for Chapter Store inventory; Chair the Finance Committee; and perform all other duties as needed, assigned, or requested by the President.

Financial Secretary: Assist and/or represent the President as needed at meetings, events, and ceremonies; authorized to sign checks on the Chapter checking account; responsible for one (1) of the bank debit cards; co-sign Chapter checks with the Treasurer or 1st Vice President; deposit all money received by the Chapter; collect and distribute mail received through the Chapter post office box; send out Thank You cards and letters for donations received; and perform all other duties as needed, assigned or requested by the President.

Recording Secretary: Assist and/or represent the President as needed at meetings, events, and ceremonies; record meeting minutes of all General, Special, Executive Board and Finance Committee

meetings; assist the President in transmitting documents; assist the Executive Board with correspondence and mailings; and perform all other duties as needed, assigned, or requested by the President.

11. The position of Past President is a non-elected Officer position reserved for the immediate Past President. The term of office is one (1) fiscal year. Upon approval by affirmative vote of the Board, the Past Present may serve two (2) additional one-year terms, provided they are still the immediate Past President. The roles and responsibilities of the Past President are:

Past President (non-mandatory position): Assist and/or represent the President as needed at meetings, events, and ceremonies; provide guidance to the President based on past Presidential experiences; and perform all other duties as needed, assigned, or requested by the President.

12. Removal of an Officer: This section of the SBSM Bylaws shall be governed by the appropriate Article(s) of the most recently adopted and approved BSMoA Constitution; BSMoA Bylaws; and BSMoA Code of Conduct.
13. A vacancy in the mandatory office of President, 1st Vice President, Treasurer, Financial Secretary and Recording Secretary shall be filled in the manner detailed below:
 - a. If the office of President is vacated, the 1st Vice President shall assume the duties of the President until a new President is elected or until the completion of the current fiscal year. The vacancy may be filled in the manner prescribed in these Bylaws at any General Meeting properly noticed and assembled after the vacancy occurs.
 - b. If the office of Recording Secretary is vacated, the presiding President may appoint a current member in good standing to assume the duties of the Recording Secretary until a new Recording Secretary is elected or until the completion of the current fiscal year. The vacancy may be filled in the manner prescribed in these Bylaws at any General Meeting properly noticed and assembled after the vacancy occurs.
 - c. If the office of 1st Vice President, Treasurer, or Financial Secretary is vacated, the vacancy shall be filled in the manner prescribed in these Bylaws at the first General meeting properly noticed and assembled after the vacancy occurs.
14. A vacancy in any non-mandatory office may be left unfilled for the remainder of the fiscal year by an affirmative vote of the executive Board or the vacancy may be filled in the manner prescribed in these Bylaws at any General Meeting properly noticed and assembled after the vacancy occurs.

Article VIII – Committees

The Executive Board may establish standing committees and ad hoc committees, as deemed necessary, to advance and protect the welfare of the organization. The following Standing Committee(s) are established under these Bylaws:

1. Finance Committee
 - a. The role of the Finance Committee is to review the organization's checkbook entries for accuracy and adherence to National and Chapter policies, ensure annual reporting of all Federal, State, and National financial reports and forms, and prepare the annual budget.
 - b. The Committee shall consist of the Treasurer (Chair), Recording Secretary and at least one (1) General Member in good standing.
 - c. The Finance Committee shall meet at least twice each fiscal year and report its findings to the Board and the General Membership.

Article IX – Amendments

1. The power to repeal or amend the SBSM Bylaws belongs to the General Membership. The Bylaws may be repealed or amended at any General or Special meeting provided a written notice was sent to all current members of record at least three (3) days in advance. Written notice may be sent by email or postal mail.
2. Any repeals or amendments to the SBSM Bylaws shall be adopted by an affirmative vote of two-thirds of the members present at the meeting.

Article X – Dissolution

Upon the dissolution or winding up of this organization, its assets remaining after payment or provision for payment, of all debts and liabilities of this organization shall be distributed to the Blue Star Mothers of America, Inc. if it is then in existence and organized and operated exclusively for charitable purposes and exempt under IRC Section 501 (c)(3), but if not then in existence or so organized and operated or exempt, to another organization which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC Section 501 (c)(3).