



# Fawn Lake Veterans Group By-Laws

## Article I—Title

The name of this organization shall be the **Fawn Lake Veterans Group**, hereinafter “FLVG”.

## Article II—Authority

These By-Laws shall be binding on all FLVG members.

## Article III—Vision Statement

“Remembering and serving veterans and their families.”

## Article IV—Mission Statement

The Fawn Lake Veterans Group will provide tailored support to veterans in order to formally recognize their service, build camaraderie and to explore opportunities to promote the general welfare of service members, veterans and their families.

## Article V—Membership

There are three forms of FLVG membership:

- **Regular—Veteran:** open to Fawn Lake residents who have honorably served in any branch of the United States military, National Guard, or Reserves. Regular members are eligible to vote on FLVG issues presented to the membership. Regular members are considered in good standing if current on initiation and annual dues payments.
- **Regular—non-Veteran:** open to Fawn Lake residents who are spouses, widows, widowers, relatives, or linear descendants of veterans; college students enrolled in ROTC programs; and service academy students. Regular—non-Veteran members are eligible to vote on FLVG issues presented to the membership. Regular—non-Veteran members are considered in good standing if current on initiation and annual dues payments.
- **Support:** open to Fawn Lake residents who do not meet the criteria for Regular membership. Support membership is limited to no more than 2.5% of the Regular membership numbers. Support members are considered non-voting members and are considered in good standing if current on initiation and annual dues payments.
- **Honorary:** designated by the Leadership Team for those individuals who provide service to the FLVG at their personal expense. Honorary members are considered non-voting and pay no initiation or annual dues.



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## Article VI—Organization

FLVG will be organized as follows:

### Leadership

- **Director**—shall, unless otherwise delegated, preside over all meetings, functions, and special events; supervise all activities; act as the FLVG spokesperson on all matters of public interest concerning FLVG; annually set strategic priorities for FLVG in accordance with the mission statement; present an annual budget for Leadership Team approval; authorize expenditures in accordance with the approved budget. *Chairman of the FLVG Executive Committee.* The Director’s term shall be three years.
- **Deputy Director (Operations Officer)**—shall assume the Director’s responsibilities in his/her absence; shall oversee the functions carried out by other appointed administrative positions; prepare agendas and briefs for Leadership Team and full membership meetings; assist in the planning and execution of FLVG events and ceremonies; and perform other duties as required. *Member of the FLVG Executive Committee.* The Deputy Director’s term shall be three years and staggered from that of the Director.
- **Communications Officer**—shall serve as the primary recorder and archivist of all FLVG activities, including voting tabulations; shall prepare minutes of each regularly scheduled meeting; shall, as necessary, prepare correspondence for FLVG needs. *Member of the FLVG Executive Committee.* The Communication Officer’s term shall be three years.
- **Finance Officer**—shall receive and deposit all funds in the FLVG bank account(s), disperse funds, maintain account records; assist in the preparation of an annual budget; prepare income and expenditure statements; provide tax exempt numbers/documents as necessary. *Member of the FLVG Executive Committee.* The Finance Officer’s term shall be three years.
- **Membership Officer**—shall maintain an accurate membership roster of Regular and Support members, assist in the recruitment of new members, and maintain a list of Fawn Lake veterans to be remembered; shall order, store, and distribute hats, shirts, and coins to new members; shall maintain a replacement inventory for hats, shirts, and coins. *Member of the FLVG Executive Committee.* The Membership Officer’s term shall be three years.



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- **Service Leads**—shall consist of a representative from each of the six military service branches: Army, Navy, Marines, Air Force, Space Force, and Coast Guard; Finance Officer, Recording Secretary, Deputy Director and Director. Service representatives shall be responsible for communications and coordination with their Service membership. The Leadership Team shall provide initial approval of the annual budget; shall provide counsel and advice to the Director and Deputy Director for FLVG activities and priorities. The Service Representatives shall be three years and staggered in so there is continuity on the Group.

### Support Positions

- **Information Technology Director**—shall maintain the FLVG website to ensure current information is available to FLVG membership and the public; ensure event pictures are posted; maintain an online calendar of events; maintain a protected page for members containing personal contact information; manage the “FawnLakeVets.org” email account; ensure adequate security for both the website and email account. The Information Technology Director’s term shall be three years.
- **Transportation Coordinator**—shall serve as the FLVG point of contact for transportation requests in support of the Rappahannock Veterans Docket Treatment Program and for Fawn Lake veterans in need. The Transportation Coordinator’s term shall be three years.
- **Veterans Day Golf Tournament Director**—shall serve as coordinator for this annual fundraising event. The Golf Tournament Director term shall be five years.
- **Additional Positions**—The Director may establish additional, temporary administrative positions as necessary to assist in achieving FLVG’s mission.
- **Terms in Office**—Members filling Leadership and Administrative positions may serve for more than one term.



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## Article VII—Meetings

The FLVG shall meet formally, on a regular basis, for the purpose of conducting business, obtaining information of relevance to veterans and their families, hear speakers, and discussing items in support of FLVG’s mission statement.

- **Annual Meeting**—the regularly scheduled meeting in January each year will be designated as the “Annual Meeting” for the purpose of electing officers, presentation and approval of the budget, presentation of scheduled activities for the year, and review and close of the prior year’s events and activities. Other “All Hands” meetings will be at the discretion of the Director.
- **Leadership Meetings**—will occur as required/needed and at the discretion of the Director. All members of the Leadership Team and selected members holding Support Positions, may also attend as designated by the Director.
- **Executive Committee Meeting**— will occur as required/needed and at the discretion of the Director. Member of this committee are the Director, Deputy Director, Communications Officer, Finance Officer and Membership Officer. The purpose of this committee is to address emerging and unplanned challenges/events that require immediate action. Other members may be invited to attend meetings at the discretion of the Director.
- **Quorum**—no business action may be taken at a regularly scheduled FLVG membership meeting unless a quorum is present. Except as otherwise provided, a quorum shall be 10% of Regular Members. Proxies will be permitted for Regular Members unable to attend a scheduled meeting.

## Article VII—Committees

Committees may be appointed by the Director to coordinate events in support of FLVG’s mission statement. Committees shall have a chairperson and provide progress reports to the Director and Deputy Director. Committees shall remain operational until the objective of the committee has been achieved.

## Article VIII—Political Position

FLVG is an apolitical organization and as such will not actively campaign for or publicly support individual candidates for local, state, or national office. Individual members of FLVG may participate in political activities but not convey their participation as representative of FLVG.



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## **Article IX—Amendments to the By-Laws**

The By-Laws may, upon a two-thirds majority vote by Regular Members in attendance, be amended at the Annual Meeting.