



Constitution and Bylaws

September 16, 2017

Hof Reunion Association
4001 Old Sturbridge Drive
Apex, NC 27539

Registered
State of California
Association Reg. No. 8660
August 21, 2002

Department of the Treasury
Internal Revenue Code
Section 501 (c) (19)
June 18, 2003

CONTENTS

CONSTITUTION	1
ARTICLE I – NAME	1
ARTICLE II – PURPOSE	1
ARTICLE III – MEMBERSHIP	1
ARTICLE IV – ELECTED OFFICERS.....	1
ARTICLE V – MEETINGS	2
ARTICLE VI – RULES OF ORDER	2
ARTICLES VII – FISCAL YEAR.....	2
ARTICLE VIII – MEMBERSHIP DUES	2
ARTICLE IX – APPOINTED POSITIONS BY THE PRESIDENT	2
ARTICLE X – AMENDMENTS.....	3
BYLAWS	4
ARTICLE I – MEMBERSHIP	4
ARTICLE II – DUES AND DONATIONS.....	5
ARTICLE III – REUNIONS AND MEETINGS	5
ARTICLE IV – EXECUTIVE BOARD	5
ARTICLE V – DUTIES OF ELECTED OFFICERS.....	6
1. President shall:	6
2. 1st Vice President (President Elect) shall:	6
3. 2nd Vice President shall:	6
4. Adjutant shall:	6
5. Secretary shall:	7
6. Treasurer shall:	7
7. German Affairs Representative shall:	7
8. Webmaster shall:	7
9. Executive Board Advisor shall:	7
ARTICLE VI – APPOINTED COMMITTEES.....	8
ARTICLE VII – AMENDMENTS.....	8
ARTICLE VIII – DISSOLUTION.....	8
SIGNATURE PAGE	9

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Hof Reunion Association Unincorporated and shall be known as the “Association” in the Constitution and Bylaws.

ARTICLE II – PURPOSE

1. The purpose of the Association shall be to:
 - a. Promote reunions; to renew old friendships and to perpetuate the memory and history of U. S. Military Units assigned to protect the interest of the United States during the Cold War in the Hof region of West Germany from 1948 – 1975.
 - b. Promote fellowship and friendship among those interested in the Association.
 - c. Educate dependents, relatives, and interested parties as to the significance of service provided by U. S. Forces in the Hof region.
 - d. Be law abiding and observe all laws and regulations of Federal and State Governments.
2. The Association will be operated as a non-profit organization.
3. The Association shall not support nor oppose any candidate or political party.

ARTICLE III – MEMBERSHIP

Membership shall be available to anyone meeting the qualifications and responsibilities as defined in the Bylaws.

ARTICLE IV – ELECTED OFFICERS

1. The elected officers of the Association must have internet service and shall consist of:
 - a. President
 - b. 1st Vice President (automatically moves up to President)
 - c. 2nd Vice President (automatically moves up to 1st Vice President)
 - d. Adjutant (Vice Treasurer)
 - e. Secretary
 - f. Treasurer
 - g. Webmaster (Vice Secretary)
 - h. German Affairs Representative

- i. Executive Board Advisor (automatically filled by Past President)
2. The nomination, election, term of office and duties of the elected officers shall be as defined in the Bylaws.
3. The elected officers shall be known as the “Executive Board” in the Constitution and Bylaws.

ARTICLE V – MEETINGS

1. An annual meeting of members shall be at the reunion location.
2. The Executive Board will meet electronically or in person as necessary to conduct the business of the Association.
3. The Executive Board will meet during the reunion, prior to the General Membership Meeting to set the agenda of the Membership Meeting, and conduct all required audits.

ARTICLE VI – RULES OF ORDER

The proceeding of the Association shall be governed by Robert’s Rules of Order Revised, except where these conflict with the Constitution and Bylaws of the Association.

ARTICLES VII – FISCAL YEAR

The fiscal year shall run January 1 to December 31 of each calendar year.

ARTICLE VIII – MEMBERSHIP DUES

Membership dues shall be as defined in the Bylaws.

ARTICLE IX – APPOINTED POSITIONS BY THE PRESIDENT

1. Reunion Chairman – (yearly reunion)
2. Reunion Site Selection Chairman
3. Two Sergeant at Arms – (Reunion Site)
4. Two non-board members to sit on Nominating Committee.

ARTICLE X – AMENDMENTS

1. The Constitution shall be amended by majority of the Association membership present at a meeting called for that purpose. A majority vote shall exist when one or more votes over fifty percent of the active membership present has been cast for or against an issue.
2. All members must be notified of proposed amendments two weeks prior to the meeting. An “HRA Monthly Newsletter Announcement” or an email to members will satisfy this requirement. Additional changes may be included during the discussion and voting at General Membership Meeting.
3. Scribner errors in the Constitution & Bylaws may be corrected by the Secretary at the direction of the President.

BYLAWS

ARTICLE I – MEMBERSHIP

1. Membership shall be confirmed and accepted by duly elected officers of the Association. Members shall in the opinion of the Executive Board, have served as a member of the U. S. Armed Forces, Contractor, Civil Service, German Air Force or have a Hof Connection (Spouse, Ex-Spouse, Widow, Widower, Dependent) with Security or Air Defense Forces assigned to Hof Air Station, Kingsley Kaserne, or Döebraberg during the 'Cold War Era', or between 1948 and 1975.
2. Membership Dues are due January 1 of each year, with a 90-day grace period. The membership will become in arrears March 31 of each calendar year and rights and privileges will be suspended.
3. Members shall be responsible for the conduct and acts of their guests and children during all Association functions.
4. Any member of the Association who violates any provision of the Constitution or its Bylaws may be suspended or removed from membership by a majority vote of the Executive Board.
5. Any qualified person who is physically or financially unable to participate will be considered for regular membership by the Board without the payment of annual dues.
6. Classes of Membership:
 - a. Regular Member: A person who has paid membership dues for the current year. A Regular Member has voting privileges and is eligible to hold office.
 - b. Honorary Member: A membership bestowed upon a distinguished citizen by the Executive Board with all the rights and privileges of membership except the right to vote, hold office and pay dues.
 - c. Life Member: A former President or Reunion Chairman shall be known as a "Life Member Exempt" and exempt from paying dues. They shall have the same privileges as Regular Members.
 - d. Widow/Widower Exempt: A widow or widower of a regular member must register as such each year and shall be known as a "Widow/Widower Exempt" with all the rights and privileges of membership except the right to vote, hold office or requirement to pay dues. Widow/Widowers of Regular Paid members may apply for Regular membership, subject to Executive Board approval.

ARTICLE II – DUES AND DONATIONS

Membership dues:

1. Membership dues are annual and shall be determined by the Executive Board. Dues are for a fiscal year, January 1 to December 31.
2. Membership dues shall be assessed to persons applying for new membership.
3. There shall be no refund of any dues paid by a member upon withdrawal from the Association

ARTICLE III – REUNIONS AND MEETINGS

1. The annual reunion location will be selected by the Regular Members of the Association. The ballot will contain a minimum of two and a maximum of four cities selected by the Reunion Site Committee. The Site Selection Ballot, an attachment to the HRA January Newsletter, will have a cutoff voting deadline of March 31.
2. At any voting meeting of the members, those present constitute a quorum. Voting is to be by “SECRET” ballot if requested by 2/3 of the Regular Members present.

ARTICLE IV – EXECUTIVE BOARD

1. The Executive Board as defined by the Constitution shall consist of the following elected officers:
 - a. President
 - b. 1st Vice President
 - c. 2nd Vice President
 - d. Adjutant (Vice Treasurer)
 - e. Secretary
 - f. Treasurer
 - g. Webmaster (Vice Secretary)
 - h. German Affairs Representative
 - i. Executive Board Advisor (Past President)
2. Officers shall serve from reunion to end of the following reunion.
3. The Board shall oversee the general management, operation and business of the Association and therefore must have an email address and access to the internet.
4. The President or any other two (2) Officers of the Executive Board may call special board meetings, with a quorum of six members required.
5. Nomination and election of officers:
 - a. A Nominating Committee consisting of the 2nd Vice President and two (2) non-members of the Executive Board, appointed by the President, shall present candidates to the membership at a meeting during the

- annual reunion. Each officer shall be voted upon with the results announced immediately.
- b. The President and the Secretary of the Association shall make tabulations.
 - c. In the event the 1st Vice President cannot become the nominee for President, the 2nd Vice President will be the nominee.
 - d. In case a vacancy should occur on the Board, a special election shall be held to fill the vacancy at the earliest possible time or at the next scheduled reunion.
6. Each member of the Executive Board shall have one vote on items brought before the board, except for the Executive Board Advisor who shall only have a vote in the event of a tie.
 7. The former Association President will serve as an advisor to the Executive Board for one year.

ARTICLE V – DUTIES OF ELECTED OFFICERS

1. **President shall:**
 - a. Have general responsibilities over the affairs of the Association.
 - b. Preside at all Board and Membership Meetings.
 - c. Appoint Committees to serve on special assignments and positions as established in Article IX.
 - d. Establish an agenda for meetings.
 - e. Call special Board membership meetings as necessary.
 - f. Keep the Association membership aware of the Association activities via the HRA Monthly Newsletter. In special circumstance and as soon as possible, members will be notified by an urgent email.
 - g. Appoint an auditing committee to audit the Treasurer's report before transfer of Officers or at any time deemed necessary.
 - h. Assure that all Association functions and operations are handled properly.
2. **1st Vice President (President Elect) shall:**
 - a. In the absence of the President, perform all duties of that office.
 - b. Move up to the President's Office upon the completion of their term of office.
 - c. Be a member of the annual Auditing Committee.
3. **2nd Vice President shall:**
 - a. Move up to the 1st Vice President position when that position becomes vacant.
 - b. Act as Chairman of standing committees.
 - c. Assist the Secretary where requested.
 - d. Oversee the Hospitality Room.
 - e. Chair the Nominating Committee.
4. **Adjutant shall:**
 - a. Assist the President and Secretary in the performance of their duties.

- b. Maintain records of all receipts (receivables) and distribute them to the treasurer for deposit.
 - c. Receive and distribute Association mail to the appropriate office.
 - d. Maintain an organized list known as the Master Hof Roster.
 - e. Be the Vice Treasurer.
 - f. Be the fourth ranking officer and in the absence of the President, 1st Vice President and 2nd Vice President and shall perform their duties.
 - g. Serve as the Association Control Center for all reunion functions.
 - h. Have signature authority to Association accounts.
5. **Secretary shall:**
- a. Maintain an accurate account of all meetings.
 - b. Serve as custodian for all Association documents and maintain official record and documents of the Association including minutes of all meetings. The minutes will be read at the next scheduled reunion.
 - c. Maintain the Association internet address book and write, edit and distribute the HRA Monthly Newsletter.
 - d. Be the fifth ranking officer and in the absence of the President, 1st Vice President, 2nd Vice President and Adjutant shall perform their duties.
6. **Treasurer shall:**
- a. Be the sixth ranking officer and in the absence of the President, 1st Vice President and 2nd Vice President, Adjutant and Secretary and shall perform their duties.
 - b. Be responsible for signing in members and collecting funds at the Association functions.
 - c. Have custody and control of all moneys of the Association and keep an accurate account of funds received and disbursed. The Treasurer shall pay from the Association funds financial obligations approved by the Executive Board.
 - d. Prepare a financial report for Association meetings.
 - e. Keep the funds in a depository bank in the name of the Association. Signature authority shall be assigned to the Treasurer and the Adjutant.
7. **German Affairs Representative shall:**
- a. Coordinates all Hof Reunion Association reunions held in Hof Germany.
 - b. Provide articles on the reunions in Hof for HRA Monthly Newsletter.
 - c. Be the Association representative for German Guest Members and Regular Association Members that reside in Germany.
8. **Webmaster shall:**
- a. Be the Webmaster and maintain the Association Website.
 - b. Perform administrative functions to support the annual reunion.
 - c. Coordinate all activity with the Secretary and Adjutant.
 - d. Be the Vice Secretary.
9. **Executive Board Advisor shall:**
- a. Former Association President will serve as an advisor to the Executive Board for one year.

- b. Vote only in the event of a tie when Executive Board calls for a vote.
- c. Assist any board member if requested and assist at annual HRA reunion.

ARTICLE VI – APPOINTED COMMITTEES

1. Reunion Committee:
Responsible for setting up and arranging for the annual reunion under the direction of the President. One member will be the Reunion Chairperson.
2. Nominating Committee:
 - a. To be chaired by the 2nd Vice President.
 - b. Assisted by two non-board members appointed by the President.
 - c. Charged with selecting nominees for the following offices:
 - i. 2nd Vice President
 - ii. Adjutant
 - iii. Secretary
 - iv. Treasurer
 - v. Webmaster
 - vi. German Affairs Representative
 - d. Verify that the 1st Vice President and 2nd Vice President will accept the positions of President and 1st Vice President respectively; and the President will accept the position of Executive Board Advisor.

ARTICLE VII – AMENDMENTS

1. The Constitution and the Bylaws may be amended by a majority vote of the Association Membership present at a meeting called for that purpose.
2. All members must be notified, in writing, of any proposed amendments at least two weeks prior to the meeting. The HRA Monthly Newsletter or email to members will meet these requirements.

ARTICLE VIII – DISSOLUTION

The Association will survive until the membership has been reduced to 5, at which time the entire assets of the Association, together with all accumulations thereto and has been voted on by membership, shall be distributed to such charitable institutions as are described and approved by the Internal Revenue Code.

SIGNATURE PAGE

The foregoing Constitution and Bylaws were duly considered and adopted unanimously by the membership at the Albuquerque Reunion, September 16, 2017. All previous documents are null and void

William Ward

William Ward
President, 2017

Melvin Hamill

Melvin Hamill
Secretary, 2017

This document is the official Constitution and By-laws of the Hof Reunion Association. An official signed copy of this instrument has been distributed to all 2017 officers of the Association.

Bill Ward, President
John Lamb, 1st Vice President
Jim Riggin, 2nd Vice President

Steven Murphrey, Adjutant
Melvin Hamill, Secretary
Rosie Queen, Treasurer

Robert Hoerath, German Affairs
Jerry Mangas, Webmaster
Walt Murch, Board Advisor

The Association Secretary and Adjutant will retain this document as part of the official records of the Hof Reunion Association. It will be made available to all members upon request.