By Laws of

Operation:

Letters from Home

Article 1-Fees and Dues

Section A

The annual dues or assessments required of the members of Operation: Letters from Home shall be voted on at the Annual meeting. These individual’s dues must be paid in full before he or she may be a full member for that year.

Article II-Meetings

Section A

Regular meeting will be held on the first Saturday of each month and are to start promptly at 2:00 in the afternoon Eastern Standard Time.

Section B

The following order of business shall be followed at all meetings before the end of the meeting:

* + Reading and approval of minutes of last meeting.
	+ Communication and Notices
	+ Applications for membership (introduction of new members)
	+ Reposts of the Board of Trustees
	+ Reports of Subcommittee’s
	+ Elections (if needed)
	+ Adjournment

Section C

The order of business may be postponed by the presiding Trustee(s) until the next meeting for the purpose of an informational or training program, provided that no written notification, scheduling a particular item of business, has been sent to the members. The Order of Business shall not be suspended for a shorter period of time.

Article III-Board of Trustees

Section A

 Duties of Trustees

1. President
	1. Preside at all meetings of Operation: Letters from Home
	2. Call special meetings at his/her discretion
	3. Appoint committees as required
2. Vice President
	1. Be an aid to the President and in cases of absence or disability of the president, shall assume the responsibility and perform the duties of the President.
3. Treasurer
	1. Be responsible for the recording of all debt and credits for the unit.
	2. Maintain a checking account for the unit and give a monthly report on all expenditures to the members at the monthly meeting.
4. Secretary
	1. Be responsible for recording and maintaining the records of Operation: Letters from Home, and any other reports and/or correspondence required.
5. Subcommittees
	1. May be formed at any time by the Board of Trustees to be aides to the Trustees and shall perform special duties as required.

Section B

In case of prolonged absence, disability, or resignation of the President, Vice President, or Treasurer, the Board of Trustees shall elect by seniority, a person or persons to assume those duties and responsibilities necessary for the effective operation of the Operation Letters from Home. If this does happen at the next monthly meeting there will be a election among the General members to elect a person to take over the vacated spot for the remainder of the three year cycle.

Section C

The Board of Trustees shall be empowered to transact all ordinary business of Operation: Letters from Home within the limitations of the Constitutions and By-Laws

Section D

The Board of Trustees will not compromise of more than one family member or house hold member at a time.

Article IV-Members

Section A

1. Active members are those who attend meetings and participate at any events throughout the year or write at least five (five) letters/cards a month.
2. A member must follow all rules and regulations presented by Operation: Letters from Home, Federal, State, and Local laws.
3. A member is not allowed to have a felony record. In the case he/she does their membership will be terminated.

Section B

 Honorary Members are those persons who have donated more time and money then was asked

Article V-Uniforms and Equipment

Section A

Operations: Letters from Home is not responsible to supply any clothes or equipment for individual members

Section B

All equipment and clothes that belong to Operation: Letters from Home will be issued and kept in good condition. If it is returned and is in unusable condition the person to last use it or returned it will be held reliable to pay for a replacement.

Article VI-Elections

Section A

Any member who is in good standing order with Operation: Letters from Home for a period of three (3) or more years can be nominated for an election for the subcommittee, a member must be in good standing for at least seven (7) years in order to be nominated for election for the Board of Trustees and most be of the age of eighteen (18) with the exception of the founding members.

Section B

All elections must be secret ballot. Printed ballots shall be used, which will be provided by Operation: Letters from Home.

Section C

 All members must be at least sixteen (16) of age to vote or have any say in any election.

Article VII-Finance

Section A

Fund raising to secure sufficient donations will be set to whenever possible to provide the necessary funds to cover such items as postage, entrance fees, transportation, printing costs, research, Items for Care Packages, and other items need for Operation: Letters from Home.

Section B

Operation: Letters from Home will not support or help any Soldiers or families of soldiers who have been dishonorably discharged.

Article VIII-Amendments

Section A

These By-Laws may be amended at any regular meeting of the Board of Trustees by a majority vote of those present and voting. In order to vote on a amendment a written notice of the proposed amendment most be sent to all members prior or during the previous meeting.

Article-IX

Section A

All matters not covered by the constitution and by-laws of Operation Letters from Home shall be the parliamentary authority of Robert’s Rules of Order.