

**The By-Laws
of the
House Chiefs of Staff Alumni Association**

Article I

Membership:

Section 1. Membership is open to any person whose job description was “chief of staff” or “Committee Staff Director” as listed in the Congressional Directory, on file at the Office of Human Resources or as reported in the Statement of Disbursements published by the Chief Administrative Officer of the House. Where a member has designated an administrative assistant and a chief of staff, only one of those individuals shall be eligible for membership.

Section 2. Application for membership shall be made on a form provided by the chairman of the association’s membership committee and shall include information of the House member(s) of service as a Chief of Staff or Committee Staff Director. This application, accompanied by the annual dues, shall be returned to the membership chairman, who shall review the application for membership qualifications and transmit the findings to the treasurer, secretary, president and Board of Directors. The members of the association shall be divided into two classifications: active and honorary.

Section 3. All active members shall be entitled to all rights and privileges of the association, and all members shall share in its responsibilities, which include support of the purposes and contribution to its programs and activities.

Section 4. Honorary membership shall be conferred on any present member of the U.S. House of Representatives or the U.S. Senate who would be eligible for active membership in the association. Honorary members shall be exempt from dues.

Section 5. Honorary members are not eligible to serve in any office of the association.

Article II

Dues:

Section 1. The Board of Directors shall be empowered to determine the dues structure of the association.

Section 2. Dues for the association shall be on the basis of a calendar year, January through December.

Article III

Expenditures:

Section 1. The Treasurer and President shall draw on the accounts of the Association.

Section 2. Any expenditure in the excess of \$250.00 shall be approved by the Board of Directors, and any expenditure under \$250.00 shall be approved by the president and the treasurer.

Section 3. The treasurer shall make regular reports to the Board of Directors on the status of the association's finances.

Section 4. All requests to the treasurer for reimbursement for expenses incurred on behalf of the association must include valid receipts for those expenses.

Article IV

Meetings:

Section 1. The Board of Directors shall meet quarterly throughout the year, or as called by the president.

Section 2. **Special meetings** may be called by the president.

Article V

Election of Officers:

Section 1. Elections shall be held once a year on a date determined by the Board and announced to the entire membership with sufficient notice to assure wide attendance. There will be no provision for absentee ballots.

Section 2. A three-member Nominating Committee shall be appointed by the president with at least one member from the general membership of the association. The Nominating Committee will present a slate of officers and a minimum of four Board members to the membership at least 21 days before the election.

Section 3. Any member of the association who wishes to run for office may place his/her name in nomination by submitting to the secretary, no later than 20 days prior to the election, a petition signed by at least five members of the association. The secretary will submit the petition to the Nominating Committee who will, within seven days of the election, submit a list at the annual meeting of all eligible candidates.

Section 4. The Nominating Committee will be available at the annual election meeting to present its slate of officers.

Article VI

Vacancies:

Section 1. President. If a vacancy occurs in the office of president a special election will be held by the association within 30 days of the vacancy.

Section 2. Other officers. If a vacancy occurs in the other officers, the Board of Directors shall name a successor who shall serve until the next election.

Article VII

Board of Directors:

Section 1. The Governing body of the association shall be the Board of Directors.

Section 2. The Board of Directors shall consist of the officers of the association, president, vice president, treasurer, secretary and a minimum of four Board members.

Section 3. The immediate past president shall serve as a member of the Board of Directors after the expiration of his/her term.

Section 4. Members of the HCOSAA Board of Directors are expected to attend and participate in meetings of the Board to the best of their ability; to help recruit and retain members; to actively support activities of the Association through service on committees, task forces, or other means; and to help solicit sponsorship of events.

Article VIII

Duties:

Section 1. The president shall preside at meetings appoint committee chairman and represent the association in all matters. The president shall have such additional duties as prescribed in this constitution and by-laws.

Section 2. The vice president shall assume the duties of the president in his/her absence.

Section 3. The treasurer receives and disburses, with the approval of the Board of Directors, all association funds, pays the financial obligations of the association as they come due and keeps current accounts. The treasurer shall make financial reports to the association and Board of Directors upon request and shall transmit the accounts and all undistributed funds to the successor in office.

Article XI

Committees:

Section 1. At the first meeting of the Board of Directors, the president shall appoint the following committee chairmen, who may be members of the Board: membership, social/program, and finance.

Section 2. The president may appoint other committee or task force chairmen as he/she deems appropriate.

Article X

Rules of Order:

Section 1. The meetings of this association and those of the Board of Directors shall be governed by Roberts Rules of Order, which shall be the final authority as parliamentary procedures.

Article XI

Amendments:

Section 1. Amendments to the constitution and the by-laws may be proposed by the Board of Directors at any meeting of the association and must be voted on by a two-thirds vote of the members present at a meeting of the membership. Copies of the amendment(s) shall be distributed to all members at least one month prior to the meeting.

First adopted October 11, 1988

Last amended January 27, 1999

Last amended April, 2013