



**Combat Infantrymen's Association
Division Commander Region 7**

PO Box 291294

Columbia, SC 29229

Contact: James Kyzer Phone 803-352-2333 email: jameskyzer@bellsouth.net

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ARTICLE I

Chartering Companies and Membership Eligibility Requirements

Section 1: Transmittals and Charters

1. To form a CIA Company, a member must contact any of the following:
The Division Commander, Deputy Commander Division Membership Officer or your Chartered State Commander for assistance in accomplishing the requirements listed below
 - A. The Division Commander or Chartered State Commander shall appoint a volunteer to serve as Pro Tempore (Pro Tem) Commander at all levels. The Pro Tem Commander must have ten (10) current members or application for current membership to Charter a CIA Company.
 - B. Once this has been accomplished the Pro Tem Commander shall call a meeting for elections of a Commander, Executive Officer and Treasurer. The Blue Card located in the Division SOP will be completed and original copy sent to the Division Commander or Deputy Commander or Division Adjutant.
 - C. The Commander shall appoint an Adjutant, Chaplain, Membership Officer and as many Committee Officers as possible for the completion of administrative procedures and records.
 - D. Division Commander will provide a state membership roster to state commanders to aid in finding additional members for his headquarters and likewise state commanders will do the same for all subsequent company pro tem commanders. It will be a division goal to have a chartered company within a fifty-mile radius of all members, if at all possible. This will enable all members to have a

voice and contribute to the Company, State, Division and National Headquarters for the betterment of all.

2. The Division Adjutant shall forward the Blue Card with ten (10) signatures on it to the National Membership Officer for certification and the issuance of a unit charter.
3. Once the Charter has been presented to the aspiring company it will be maintained by the officer who will be responsible for maintaining files and records. A ceremony will be conducted to honor the Chartered Unit.
4. For information on the issuance of membership cards, refer to the National By-Laws located at Article 1, Section 1, Para 3.

ARTICLE II Membership

Section 1: Membership

Refer to the National By-Laws of this article for definition of who are authorized for membership.

Section 2: Membership Application

1. All membership applications and renewals **will** be sent to the Division Headquarters attention Division Finance Officer as directed by the Division Commander Region 7. No application or renewals will be processed by anyone other than the Division Finance Officer or another person appointed by the Division Commander.
2. Upon membership application approval, a welcome letter, card or phone call will be accomplished by commanders at each unit level. This is essential in the member's interest in getting involved in unit activity, and they shall be introduced at monthly, bi-monthly or quarterly meet. An official swearing in of new members shall be initiated as prescribed in the division SOP.
3. Members shall be recorded on unit, state and division rosters which shall never include confidential information. **Never file a members DD-214**, it is against the law.

Section 3: Auxiliary Members

An auxiliary is highly recommended for all level of units in Region 7. See the National By-Laws for eligibility for membership. Getting wives and children involved enhance activity.

Section 4: Honorary, Associate or free Membership

There shall be no differential change of this section **EXCEPT:**

1. Providing Section 7 para d in the Division By-Laws has been rescinded, this section will nil and void.
2. Providing the section stated above is approved at the up-coming convention the following shall be changed as shown below:
 - A. In maintain the integrity and original intent of the creation of the Combat Infantry Badge, Division Headquarters, Region 7 will set the example for the privilege in wear of this badge upon our chest.
 - B. There **will be no** associate membership other than lineal heritage of a member unless the membership of Region 7 votes otherwise.

ARTICLE III Organization and Government

Section 1: Organization

See National By-Laws. Add senior and junior trustees to the Division/State/Company headquarters and they can select additional trustees as needed.

Section 2: Government

1. The Division shall be governed by three elected and two appointed officers. These officers are; Division Commander, Division Deputy Commander and Finance Officer Adjutant and Chaplain. Division Headquarters will always supersede State and Company Headquarters in authority.
2. The Commanding Officer, Deputy Commander and Finance Officer will be elected in accordance with the requirements of the National Constitution.
3. Executive board meetings consist of Commander, Past Commander, Deputy Commander or Executive Officer, Finance Officer, Senior Trustee and junior Trustee. 2/3 majority is required when voting on issues and/or proposed changes in the By-Laws. Past Deputy Commander

may only vote to break a tie.

4. The election of officers is for two (2) year tenures. Additional years can be granted only with a request to National or Division for exception to rule and re-election procedures or followed.
5. All non-elected Executive Board Members who have been appointed may serve consecutive terms of service.
6. All non-elected members of the Division Executive Board will be selected by the Commander. They will serve until relieved or upon resignation.
7. Conferences: Conferences are an excellent tool for commanders and their staff to gather, have fun, enjoy each other's company and conduct business. Two (2) conferences a year should be sufficient with the second being the annual convention. Lexington, KY is a central point in the Region and it would relieve the driving time for the out reached states. Cost reimbursement would be authorized with the approval of unit membership and availability of funds. Food reimbursement shall not be allowed.

Section 3: Elections

1. The Senior Trustee will form a committee to manage the nomination phase of elections. All members will be notified at least ninety (90) days in advance of a scheduled election in the Blue Badge to submit nominations for elected position. The following quarter Blue Badge will be used to notify members of nominated positions.
2. Only a ballot vote will be used via a cut-out in the Blue Badge and mailed or emailed to the senior Trustee by stated election time.
3. After the elections, a Change of Officer Position Ceremony will be conducted using the swearing-in document located in the Division SOP .A 30 day period of power sharing and administrative transfer of operations and finance. All Bank account signatures will be changed on all financial accounts. All out-going officers will turn over to their successor all document, files, history, monies, and records.

Section 4: Reports

1. All unit Financial Officers will submit bi-annual statements to the Division Finance Officer NLT June 30 and 30 Nov of each year.
2. The Division Finance Officer will provide to the Executive Board copies of such reports and submit a consolidated statement to the National Finance Officer.
3. Each Division Unit will file annually the required non-profit status tax report if you have a financial account with the State Treasurer's Office and forward approval to the Division

Finance Officer. The Division Finance Officer will provide a copy of approval to the Executive Board. Each state will provide to the Finance Officer when their renewals for IRS filing is due.

4. The division adjutant will provide each state an up-dated member roster each quarter. If you have any changes due to death or notified disenrollment, notify the Division Adjutant immediately. The Division Adjutant shall submit a consolidated member roster to the National Commander NLT December of each year.
5. The division adjutant will compile a submission date for all reports due and place in this section. Some may be varying dates based upon state IRS refilling dates.

Section 5: Duties

The Commanding Officer of all units will preside over all meetings of his unit, and be responsible for all reports, if applicable, to his higher headquarters. This includes all tax and/or informative reports required by law or by the Division Headquarters. He will, at each meeting, call for the rendition of the flag of our country and the chaplain will follow with prayer. He will perform all functions necessary in accordance with the by-laws and Constitution of the organization to assure that the unit operates as required. He will conduct all meetings in accordance with Robert' Rule. He will assign duties to staff officers as determined to be necessary for the good of the unit. The Commanding Officer will charge each officer to secure and maintain proper and necessary records. All officers shall perform required record keeping duties for the good of the unit. He shall require an oath of office in accordance with the Constitution and By-Laws.

Section 6: Censure and Punishment

Region 7 shall follow the directions prescribed in this article in National's By-Laws.

ARTICLE IV FINANCE

Region 7 and all Units will comply with paragraphs 3 through 5 of National's Article V.

1. Revenue for Division Headquarters and all Units in Region 7 shall be derived from membership rebates, donations, fund raising events and other sources that are approved by National.
2. All sources of income for units will be kept within the guidelines prescribed by the Internal Revenue Service for non-profit organizations. Sales of any kind by Division Headquarters and all Units must submit for approval by National.

3. Dues:

A. Dues are set by National and cannot be changed by anyone assigned to Region 7. The Division Adjutant will mail all renewals in Jan, Feb and Mar of each year. The National Commander has given verbal approval of this method for renewals.

B. Rebates from membership dues will be distributed as follows:

1. Annual dues:

50 % of \$30.00 to National

20 % of \$15.00 to Div Hq.

30 % of \$15.00 to Chartered State Hq or Units without a State Hq. Chartered State Hq will report to the Division Finance Officer, Units that may be paid directly for both annual and life rebates.

2. Life Dues:

50 % of paid amount to the Blue Badge Escrow

25 % of paid amount to National

10 % of paid amount to Div Hq.

15 % of paid amount to Chartered State Hq, or Units without a Chartered State Hq.

ARTICLE V

Should any provision of these By-Laws be deemed to be in conflict with any provision of the National constitution or By-Laws, such conflict shall be promptly resolved by Division Headquarters executive Board and State Commander's or Unit Commanders without a State Headquarters. These By-Laws shall only become effective after the National Commander and Chartered Unit Commanders and Pr-Tem Commanders have agreed to the provisions contained