

# Hampton Roads Council of Veterans Organizations

## Meeting Agenda

March 28, 2022

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call of Officers and Directors
4. President's Report:
  - Opening Remarks
  - Communications
  - Introduction of Guests and Presentations
    - Mr. James Fitzgibbons, Faithful Navigator, Knights of Columbus Assembly 1162
5. Review and Acceptance of Minutes from Previous Meeting
6. Treasurer's Report:
  - Bills and Invoices Paid/Pending/Forthcoming
  - Financial Statement Review
7. POA&M Review
  - Status Report of Action Items to Date
  - 2022 Parade Sponsor Report
8. Old/Unfinished Business
  - Meeting location change motion – need final vote
  - Review proposed By Laws change for the new Chaplain position
9. New Business
  - Nominations for 2022 Veterans Day Parade Grand Marshal
  - By Laws Review Committee
10. Organizational Reports
  - Review informational items from February meeting
11. Good of the Order
  - Next meeting date = April 25, 2022 at 7 PM
  - Discussion items from the floor
12. Benediction/Prayer for Our Troops
  - Lord, hold our troops in your loving hands. Protect them as they protect us. Bless them and their families for the selfless acts they perform for us in our time of need.
13. Adjourn



# **BYLAWS OF THE HAMPTON ROADS COUNCIL OF VETERANS ORGANIZATIONS**

## **ARTICLE I**

### **Name**

The name of the organization shall be Hampton Roads Council of Veterans Organizations (HRCVO).

## **ARTICLE II**

### **Mission**

Section 1. The mission of the HRCVO shall be to:

- a. observe patriotic holidays, ceremonies, celebrations, and programs, through coordination with member organizations in the Hampton Roads area.
- b. support commemorations and memorials honoring veterans who have honorably served the nation.
- c. promote love of country and the nation's flag.
- d. focus on imbuing patriotism in youth in the Hampton Roads area and beyond.

Section 2. The HRCVO shall not be governed by any member organization.

Section 3. The HRCVO shall not mandate the actions of any member organization.

## **ARTICLE III**

### **Members**

Section 1. Any veteran's organization and auxiliary, and any organization or individual with similar patriotic objectives is eligible for membership, pending approval by the HRCVO.

a. Individuals not associated with an organization and approved for membership will be recorded as a member of the Hampton Roads Council of Veterans Organizations Auxiliary, which will have a Director and official representatives chosen by its membership. This Auxiliary is considered a member organization.

Section 2. Application for membership to the HRCVO shall be made in writing.

Section 3. There shall be no fees or other financial obligations associated with membership. A voluntary \$50.00 donation will be solicited from each member organization annually to aide in deferring costs associated with holding commemorations.

Section 4. The head of each member organization, normally termed President, Director, or

Commander, and official representatives, must be identified to the HRCVO using the form provided annually by the HRCVO. Any person from a member organization may represent their organization however they must be designated in writing to the HRCVO when voting on any HRCVO matters. An individual may not represent more than one member organization.

Section 5. Any member organization or individual desiring to resign from the HRCVO shall submit intent to do so in writing to the HRCVO President.

#### **ARTICLE IV** Voting Rights

Section 1. Election of HRCVO officers shall be accomplished by the open election process.

Section 2. Election of officers shall be decided by a majority vote of the member organizations present, with each member organization having one vote.

Section 3. A quorum shall consist of five member organizations. All motions shall be determined by a majority vote of member organizations voting, with each member organization having one vote.

#### **ARTICLE V** Officers

Section 1. HRCVO officers shall consist of an Immediate Past President, President, Vice President, Secretary, Treasurer, **Chaplain** and three Directors. Officers shall perform duties as described by these Bylaws and parliamentary authority adopted by the HRCVO.

Section 2. During the September HRCVO meeting held in odd numbered years, the President shall appoint, subject to approval of the HRCVO, a Nominating Committee of three members.

Section 3. During the October HRCVO meeting in odd numbered years, the Nominating Committee Chairman will present nominations for candidates to fill the offices of President, Vice President, Secretary, Treasurer and **Chaplain**. Additional nominations from the floor will be permitted. Subsequently, officers shall be elected in November by a show of hands, to serve a term of two years. The term of office shall begin immediately after installation at the January meeting.

Section 4. Subsequent to installation, the new elected President shall appoint three Directors to serve a term of two years, subject to approval by the HRCVO.

Section 5. No HRCVO member shall hold more than one office.

Section 6. Between elections, an unexpected vacancy for the office of President shall be filled by the Vice President. The HRCVO will elect a new Vice President to serve for the remainder of the term. If circumstances result in a term of less than one year, both the President and Vice President will serve the following two-year term. Additionally, if there is an unexpected vacancy of another office, the member organization from which the officer is a member should identify a replacement to the Directors. If the proposed candidate is deemed qualified, the Directors will propose a special election for the vacant position. Additional

nominations from the floor will be permitted. Subsequently, the new officer shall be elected by a show of hands to serve the remainder of the term.

Section 7. The President shall preside at all meetings. In the absence of the President, the Vice President will assume the duties of President.

Section 8. The Immediate Past President shall serve as primary advisor to the President and, in the absence of the President and Vice President, assume duties as President.

Section 9. The Secretary shall keep a record of all meeting proceedings and manage all correspondence under the direction of the President.

Section 10. The Treasurer shall manage all funds of the HRCVO. An HRCVO account will be maintained by the Treasurer at an approved financial establishment.

a. The President may authorize expenditures of \$500.00 or less. Any expenditure less than \$500.00 will be coordinated with the Treasurer at the earliest opportunity and details reported at the next scheduled HRCVO meeting.

b. A monthly Treasurer's report shall be presented at all HRCVO meetings. Copies of all monthly reports shall be maintained by the Treasurer for inspection anytime an audit is conducted.

c. An audit shall be conducted annually in December. When unforeseen circumstances necessitate a change in office for the President or Treasurer within a two-year term, an audit will be conducted within 30 days after the change of office.

d. The President, Vice President and Treasurer are the only HRCVO Officers authorized to sign checks for the HRCVO. Two signatures will be required for any HRCVO check.

Section 11. **The Chaplain shall provide the invocation and benediction at all HRCVO meetings. Unless otherwise cited in these Bylaws, the Chaplain will provide the invocation and benediction at all HRCVO ceremonies. The Chaplain will maintain a supply of HRCVO Get Well and Sympathy cards to be mailed as circumstances dictate.**

Section 12. There will be no limitations regarding consecutive terms of office.

## **ARTICLE VI Meetings**

Section 1. HRCVO Meetings will be held on the fourth Monday of each month, except December, unless otherwise adjusted by the HRCVO. Details of each meeting time and location shall be conveyed to each member organization, normally via email.

Section 2. The meeting scheduled on the fourth Monday of January during even numbered years will be held predominantly for the purpose of installing newly elected officers.

Section 3. Special meetings of the HRCVO may be called by the President, four members of the Executive Board, or seven member organizations in good standing. Except in the case of emergency, at least three days notice of any HRCVO meeting will be given.

**ARTICLE VII**  
**Executive Board**

Section 1. The HRCVO Officers, including Directors, shall constitute the Executive Board.

Section 2. The Executive Board shall provide general oversight for HRCVO affairs between meetings, make recommendations to the HRCVO, and perform other duties as specified by the HRCVO. Actions of the Executive Board will be subject to direction of the HRCVO.

Section 3. The Executive Board shall meet when deemed necessary by the President or any four members of the Board.

Section 4. When deemed necessary due to emergent circumstances, the Executive Board may take action that is in concert with that authorized during an HRCVO meeting. Any such action must be reported by the Board at the next HRCVO meeting.

Section 5. A quorum for an Executive Board meeting vote shall be **five** members.

**ARTICLE VIII**  
**Committees**

Section 1. An Audit Committee of three members, selected by the President-elect, shall be appointed by the President during a meeting when an election is held. The Audit Committee shall audit the Treasurer's accounts and report findings and recommendations to the HRCVO. Additional audits may be conducted as directed by the President or HRCVO.

Section 2. The President shall appoint other committees, standing or special, as the HRCVO or Executive Board deems necessary:

a. The President shall appoint all Committee Chairs. Committee members may be appointed by the President or Committee Chairman.

b. The President shall be an ex-officio member of all committees except the Nominating Committee.

c. The HRCVO must approve dissolving a Committee.

**ARTICLE IX**  
**Finances**

Section 1. The HRCVO is a nonprofit organization operated solely and exclusively for the purposes delineated in Article II of these Bylaws.

Section 2. No Member Organization shall be liable for any debts, liabilities or other financial obligations incurred by the HRCVO.

Section 3. No Officer of the HRCVO shall be liable for any debts, liabilities or other financial obligations incurred by the HRCVO other than within the proper exercise of functions associated with office.

Section 4. The HRCVO must approve all fundraising campaigns.

Section 5. No individual, member organization, or other entity may solicit funds or otherwise ask for support at any HRCVO meeting or functions.

a. The President may be petitioned to grant a waiver.

b. Waivers must be based on applicability to HRCVO objectives under Article II of the Bylaws.

c. For waivers that are deemed appropriate, only the President may call for a vote from the HRCVO.

#### **ARTICLE X** **Observances**

Section 1. The HRCVO shall organize a suitable observance or plan for participation in the observance of Veterans Day and any other patriotically-oriented venue or event.

Section 2. The format of observance shall be established at HRCVO meetings with suitable lead-time to allow for planning and execution of required action.

Section 3. A member organization shall normally be selected as Co-Sponsor for an adopted observance.

Section 4. Normal selection of a member organization to Co-Sponsor an event shall be accomplished using a sequential rotating roster approved by the HRCVO, thereby ensuring equal opportunity and responsibility for each member organization.

a. The President, acting on behalf of the HRCVO direction, shall work in close concert with an event Co-Sponsor in all aspects of event planning and execution.

b. When a member organization declines selection as a Co-Sponsor for an event, the organization will be moved to the bottom of the roster rotation and replaced with the following member organization.

Section 5. An event Co-Sponsor shall:

a. Advise the HRCVO President of acceptance.

b. Attend at least four HRCVO meetings during the year preceding the event.

c. Agree to attend all HRCVO meetings during the year of the event.

d. Provide personnel to assist in planning and executing the event.

Section 6. For Veterans Day Events, the event Co-Sponsor shall:

a. Appoint a Co-Marshall that holds current membership in the Co-sponsoring organization and obtain a photo and short biography for HRCVO use.

- b. Assist with the wreath laying ceremony.
- c. Arrange for the Co-Marshal to give a short speech at the luncheon.
- d. Develop a proclamation and attend all arranged signing ceremonies.
- e. Coordinate obtaining a Chaplain who will provide the invocation and benediction for all events.

Section 7. For Veterans Day Events, the HRCVO shall:

a. Secure a Grand Marshal and obtain a picture and short biography. The Grand Marshal will give a speech at the Memorial Service and participate in the Memorial Service wreath laying ceremony.

- a. Secure a Grand Marshal and obtain a picture and short biography.
- b. Secure special guests and dignitary vehicles.
- c. Prepare a parade sequence and script.
- d. Prepare a program and brochure.
- e. Publicize the Veterans Day Proclamation signing, parade and luncheon.
- f. Host the Veterans Day Luncheon following the parade.

Section 8. Removal of a member organization as an event Co-Sponsor:

a. The HRCVO, by way of majority vote, may remove assignment of a member organization as an event Co-Sponsor if the organization does not adequately fulfill assigned responsibilities.

b. A removed Co-Sponsor may be replaced by another member organization, or the HRCVO may choose to assume responsibility for the event.

#### **ARTICLE XI** Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the HRCVO in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the HRCVO may adopt.

#### **ARTICLE XII** Amendment of Bylaws

The Bylaws may be amended at any regular meeting of the HRCVO by a two-thirds vote, providing that the amendment has been presented in writing during a prior meeting.



**ARTICLE XIII**  
**Dissolution**

The Hampton Roads Council of Veterans Organizations shall provide that the distribution of assets of the corporation in the process of dissolution shall be in accordance with Virginia Code Chapter 10, Section 13. All assets will be divided and equally distributed to Veterans Affairs Medical Center (VAMC) and Veterans Affairs Voluntary Services (VAVS) Program, Hampton, Virginia.

*This is to certify approval and adoption of revised by-laws for the  
Hampton Roads Council of Veterans Organizations  
by vote to the HRCVO effective 28 March 2022,*

*All previous versions of the HRCVO By-Laws are hereby superseded.*

Daniel Doyle  
President

William Singleton  
Vice- President

Attested to by Directors:

Michael Bukowski

Kathleen Goodall

Scott Breuer

# Hampton Roads Council of Veterans Organizations

## Meeting Minutes

February 28, 2022

Meeting was called to order at 1902 hours on February 28, 2022, by President Dan Doyle at the VFW Post 392 in Virginia Beach, VA.

Invocation and Pledge of Allegiance: President Dan Doyle conducted both.

President Dan Doyle Sworn and Installed new Secretary: Don Burch

Roll Call of Officers and Directors: Present: President Dan Doyle, Vice President Bill Singleton, Secretary Don Burch, Treasurer Michael Maliniak, Immediate Past President Robert Randall, Directors Scott Breuer, Katherine Goodall, and Michael Bukowski. No Absentees.

President's Report: President Dan Doyle stressed that Order of Business will be followed and please notify him of any topic that needs attention prior to the next meeting so it can be included in the meeting agenda. The President's Initiatives and Goals of the year were covered and discussed. President Dan Doyle reminded everyone present that membership, communications and being nice to everyone were a big part of Organization. He stressed that we need help with some of our committees this year. President Dan Doyle thanked everyone for attending our meeting. A letter was read from the Veterans Affairs thanking us for our donations of toiletries and magazines for the Hospital.

Introduction of Guests and Presentations: The Presidents presented to our Treasurer a donation check from OMNI Financial. Guests Speakers: Ms. Mary Strong, President and of HRC American Gold Star Mothers passed out information on their Vietnam Veterans commemoration Pinning Ceremony and other upcoming fund-raising events. Also, Jeanie Huffman the SE VA Regional Coordinator, League of Families POW-MIA Gold Star Daughter presented their organization responsibilities, she also introduced her husband David, and he explained his territory and responsibilities to everyone present. After each presentations a good hand from all was given and Present Dan Doyle thanked all guests.

Review and Acceptance of Minutes of the previous meeting: The minutes from January 24, 2022, meeting was approved as amended.

Treasurer's Report: Treasurer report was given to all present. Beginning was \$14,530.03, \$432.74, Current balance \$14,197.29. New checks are on order, Received a donation from the VFW 392 of \$100.00.

Old Business: Bob Freitag stated that the Proclamation for this year is complete. After several minutes of discussing on moving our meeting to 1061 Newtown Road home of FOE3204 was tabled. POA&M review: Vice President Bill Singleton will help our President with the review.

**New Business:** President Dan Doyle made a motion to start a Patriotic Essay Contest, after discussion a vote was taken, and the motion was denied. A motion was made to add the HRCVO Chair of Chaplain to our Organization. His task would be our meeting Invocation and Benediction, Mailing "Get Well/Sympathy Cards". This position must be added to our By-Laws and will be voted on. A motion was made to visit our By-Laws and see if we need to add, edit, or amend. A reminder that all changes must be approved by two-thirds of members voting. We will take nominations for Grand Marshall at our next meeting.

**Organizational Reports:** President Dan Doyle stated that we only have an hour so several reports, previous meeting minutes, Treasurer's Financial report, Next meeting agenda are all posted on our website prior to our next monthly meeting. Take a look at them for we don't have time to read them all at our meetings.

**Good of the Order:** Next meeting date: March 28, 2022, 7 PM at VFW 392. We need help on our Standing Committees.

**Benediction/Prayer for Our Troops:** Lord, hold our troops in your loving hands. Protect them as they protect us. Bless them and their families for the selfless acts they perform for us in our time of need.

**Adjourn.** At 2010.

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Roll Call of Officers and Directors: All were Present except Immediate Past Present Robert Randall and Board Director Katherine Goodall. Both were excused. Attendance was 22.

President's Report: All present were asked to sign the Attendance Record. President Dan Doyle stressed that attendance is the blood of our organization. As you go back to your organizations spread the word and invite them to attend our monthly meetings. On November 19<sup>th</sup>, 1863, in Gettysburg President Lincoln was invited not as the key speaker but as the guest speaker and gave a speech that had only 272 words and one sheet of paper. Part of the speech was a sentence "Our Veterans shall not die in vain". Please notify Dan of any topic that needs attention prior to the next meeting so it can be included in the meeting agenda. No Communications. Dan thanked Kevin Bowser for all the hard work he has done on our website ([www.hrcvo.org](http://www.hrcvo.org)). Everything is there, use it. Please download and print our monthly Meeting Agenda, previous meeting minutes, Treasurer's report. They will not be printed and passed out anymore. Remember to sign our HRCVO Attendance Roster sheets and return it to our secretary.

Introduction of Guests and Presentations: Guest speaker Mr. James Fitzgibbons, Faithful Navigator, Knights of Columbus Assembly 1162. He gave everyone a complete structure of his organization and stressed that first and foremost they stand for Charity, Unity, and Fraternalism. He explained the responsibilities and the good that the Knights of Columbus does worldwide. Their organization has a membership total of over two million members. He invited everyone to his Assembly. James was thanked by our President Dan Doyle and was given a hand by all present.

Review and Acceptance of Minutes of the previous meeting: The minutes from February 28, 2022, meeting was approved.

Treasurer's Report: Treasurer report was given to all present. Beginning checking balance was \$14,197.29, Total income for the month was \$400.07, Expenses for the month was \$61.04 and Ending balance for the month is \$14,536.32.

**POA&M Review:** Several action events are coming up in April and May. Inventory signs, working on Grant requests and checking condition of Reefs. City meetings on our Parade route. 2022 Parade sponsor Co-Marshall is now Kenny Goldman details to follow.

**Old Business:** The motion to move our monthly HRCVO meeting to FOE 3204, 1061 Newtown Road and from the 4<sup>th</sup> Monday to the 4<sup>th</sup> Wednesday, the motion was discussed further but then withdrawn by Past President Bob Freitag. No vote was taken. By a unanimous vote of all present HRCVO amended the By-Laws Officers to add a Chaplain to our slate of Officers.

**New Business:** A motion to nominate the Mayors of Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach as the 2022 Grand Marshals was unanimously approved by all present. President Dan Doyle is asking for volunteer committee to visit our By-Laws and make such changes as necessary to bring them up to date. We will take nominations at our next meeting for our new HRCVO Officer Chaplain.

**Organizational Reports:** President Dan Doyle stated that our website has several Veterans links that is important information check it out. Want to post some information just send it to Kevin Bowser. Several organizations in attendance spoke of their upcoming events and thanked the HRCVO for the help that we provide for our Veterans.

**Good of the Order:** Next meeting date: April 25, 2022, 7 PM at VFW 392. We need help on our Standing Committees and By-Law committee. Veterans Hospital toiletries and comfort items are due in May.

**Benediction/Prayer for Our Troops:** Lord, hold our troops in your loving hands. Protect them as they protect us. Bless them and their families for the selfless acts they perform for us in our time of need.

**Adjourn.** At 2000.