



## **589th Engineer Battalion Association (Vietnam) By-Laws**

### **Article I**

#### **Name**

##### Section 1.

- (a) The name of this organization shall be: **589<sup>th</sup> Engineer Battalion Association (Vietnam)**

### **Article II**

#### **Purpose**

##### Section 1.

- (a) The purpose of this Association shall be to promote the principles and policies as set forth in the Articles of these By-Laws.
- (b) To locate and bring together past members of the 589<sup>th</sup> Engineer Battalion, who served with the 589<sup>th</sup> Engineer Battalion in Vietnam, or served in an attached unit while that unit was attached to the 589<sup>th</sup>. The qualifying attached units of the 589<sup>th</sup> include the 511<sup>th</sup> Engineer Co. (Panel Bridge), 513<sup>th</sup> Engineer Co. (Dump Truck), 553<sup>rd</sup> Engineer Co. (Floating Bridge), 585<sup>th</sup> Engineer Co. (Dump Truck), 73<sup>rd</sup> Engineer Co. (Construction Support) Quarry Platoon, 687<sup>th</sup> Engineer Co. (Land Clearing), 51<sup>st</sup> Engineer Co. (Asphalt), 70<sup>th</sup> Engineer Co. (Dump Truck), 23<sup>rd</sup> Well Drilling Detachment, and the 444<sup>th</sup> Concrete Mixing and Paving (CMP) Detachment and other qualifying attached units as verified by the Historian.
- (c) To preserve and foster the spirit of fellowship among former members of the 589<sup>th</sup> Engineer Battalion who served in Vietnam, and provide an organization through which they may reunite in bonds of comradeship.
- (d) To commemorate the memory of 589<sup>th</sup> Engineer Battalion soldiers who gave their lives in the service of our country.

### **Article III**

#### **Nature**

##### Section 1.

- (a) The 589<sup>th</sup> Association is not a non-profit organization and is not incorporated under any State or Federal regulation.
- (b) The 589<sup>th</sup> Association is a civilian organization; a fraternity of brothers who served in the 589<sup>th</sup> Engineer Battalion or attached units in Vietnam. Rank does not exist in this association.
- (c) The 589<sup>th</sup> Association shall be absolutely non-political, and shall not be used for dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office.

### **Article IV**

#### **Membership**

##### Section 1.

- (a) Eligibility for membership is restricted to those who served with the 589<sup>th</sup> Engineer Battalion in Vietnam, or served in an attached unit, while that unit was attached to the 589<sup>th</sup> in Vietnam.
- (b) To qualify for membership in the Association, individuals must have been separated from service under honorable conditions.
- (c) Members may be expelled only in accordance with these by-laws; for bringing discredit to the association or disrupting meetings and or reunions, by a two-thirds majority vote of the Board of Directors.
- (d) Any member who may have been expelled from this association may be reinstated to full membership by a majority vote of members present at the next reunion.
- (e) A category of Honorary member may be selected by a vote of members present at a business meeting. This selection may be for reasons such as family members of those who were killed in Viet Nam, those individuals providing extraordinary service to the Association or those that served in the 589<sup>th</sup> Engineer Battalion at Fort Hood between January 1966 and April 1967. Honorary members shall not have voting privileges in the Association.

### **Article V**

#### **Dues**

##### Section 1.

- (a) No membership dues are required for membership in the 589<sup>th</sup> Engineer Battalion Association, although donations and contributions shall be accepted to support the ongoing activities of the Association.

## **Article VI** **Meetings**

### Section 1.

- (a) The regular business meetings of this association shall be held in conjunction with the reunion, which will be scheduled between the 15th of April and 15th of October. No regular meeting shall be scheduled outside those dates except by a vote of the members present at the regular meeting.
- (b) Roberts Rules of Order will govern procedures at all meetings when not specifically covered by the By-Laws.
- (c) A quorum for any regular or special meeting shall be two-thirds of those attending the reunion during which the meeting is held.
- (d) Modifications to the Bylaws require a two-thirds majority vote by the members of the Association in attendance.
- (e) The agenda for the regular business meeting shall include at a minimum a President's Report, a Secretary's Report and a Treasurer's Report.

## **Article VII** **Terms of Office & Elections**

### Section 1.

- (a) **Terms of Office:** All terms for elected officers (except the Chairman of the Board, which was a lifetime appointment) shall be two years. The term of office shall begin immediately following the Reunion during which the election occurred.
- (b) **Term limitations:** While the Association generally discourages officers from seeking more than two consecutive terms in office, these bylaws do not formally establish term limitations.
- (c) **Elections:** Elections shall be held during the business meeting at the Reunion held in odd numbered years (2015, 2017)
- (d) **Nominations:** Candidates for any of the positions on the board of directors shall be nominated by a member of the Association in good standing. Nominations may be made by communicating such to the President at any time during the year preceding the actual election. The name of the candidate nominated for which office, as well as the person making the nomination, shall be posted conspicuously on the Association's website. Additional nominations may also be made during the election process at the business meeting. No nomination will be formally accepted until the nominee accepts the nomination. While it is desirable that all candidates for officer positions be present at the Reunion Business Meeting, attendance is not required.
- (e) **Voting:** Only those members attending the business meeting in person shall be allowed to vote for the elected board representatives.
- (f) **Ballots:** Elections may be conducted by secret ballot, voice vote, or by a show of hands at the presiding officer's discretion.
- (g) **Vacancies:** If there are no nominations for an elected office, or if an office is otherwise unfilled or becomes vacant, the Board of Directors shall appoint an interim member to fill the position until such time a nominee has been selected and elected to fill the vacancy.

## **Article VIII** **Board of Directors**

### Section 1.

- (a) The Board of Directors shall be comprised of the elected officers of the Association to include Chairman of the Board, President, Vice-president, Treasurer, Secretary, Historian, and VA Services Liaison.
- (b) The purpose of the Board of Directors is to maintain oversight over the organization and its activities, maintain an active role in long-range planning, generate and oversee general policy discussions, build a positive public perception and image of the Association, and serve in a fiduciary capacity on behalf of the members of the 589th Association.
- (c) All decisions by the Board of Directors must pass with a two-thirds majority vote.

## **Article IX** **Officers**

### Section 9.

- (a) The officers of the 589th Engineer Battalion Association shall consist of: Chairman of the Board, President, Vice-president, Treasurer, Secretary, Historian, and VA Services Liaison.

**Article X**  
**Duties of Officers**

Section 1.

- (a) All Officers should at a minimum possess good computer skills to include proficiency in Microsoft Word and Excel, be able to confidently correspond with fellow Officers and our membership through emails, texting, or other written means, and be comfortable using the Internet.
- (b) While the officers of the Association collectively have a fiduciary responsibility to the Association and its membership, individual responsibilities generally include:
- (c) **Chairman of the Board**
  - 1) Shall manage and oversee the Board's activities, to include the performance of individual board members.
  - 2) Shall be available to assist with special projects, provide background on the organization, assuring considerations and actions are taken with a macro perspective on the Association.
  - 3) Shall act as an advisor to individual officers as requested or required.
- (d) **President**
  - 1) Shall act as liaison between the Board and members, serving as the main line of communication between the board as a working group and the organization's members.
  - 2) Shall take an active role in the activities of the organization.
  - 3) Shall select and appoint members to various working committees.
  - 4) Shall preside at member business meetings, meetings of the Board, and Reunions.
- (e) **Vice President**
  - 1) Shall be available when the president is temporarily unable to fulfill his responsibilities or to be readily available as a temporary replacement should the office of president become vacant.
  - 2) Shall stay abreast of activities taking place within the organization.
  - 3) Shall be prepared to take on special assignments as assigned by the President.
- (f) **Treasurer**
  - 1) Shall maintain the financial records of the organization.
  - 2) Shall prepare all financial reports.
  - 3) Shall maintain detailed record of income and expenses.
  - 4) Shall assure that all expenditures receive the appropriate approvals.
  - 5) Shall maintain all funds in accounts approved by the board of directors.
  - 6) Shall deposit all revenues and pay all expenses.
  - 7) Shall file any and all reports required by the federal government of non-profit associations.
  - 8) Shall provide an annual report to the Audit Committee relative to the finances of the organization, with specific emphasis on the Treasurer's efforts to maintain the integrity of the accounting system.
  - 9) Shall provide the membership with all the reports and information they require.
- (g) **Secretary**
  - 1) Shall assume the role of recording secretary, generating and filing all the organization's corporate documents, such as meeting minutes and changes to its By-Laws.
  - 2) Shall be responsible for maintaining the permanent record of corporate documents.
  - 3) Shall serve as the "correspondence secretary", responsible for the official correspondence of the organization.
  - 4) Shall provide the membership with whatever reports and information they require.
- (h) **Historian**
  - 1) Shall compile and maintain a history of the 589<sup>th</sup> Engineer Battalion.
  - 2) Shall see that articles of interest are published on the Association's website and in printed form when practical.
  - 3) Shall maintain a historical archive of items and memorabilia to be displayed at the association reunion.
  - 4) Shall maintain all 589<sup>th</sup> historical records and documents.
- (i) **VA Services Liaison**
  - 1) Shall help keep the Association and its members informed on current changes within the VA and its benefit delivery system.
  - 2) Shall track member experiences with VA related issues and inform the members of VA services available and procedures to follow to apply for those services.
  - 3) Shall stay abreast of changes in VA policy, especially those policies relating to Vietnam Veterans.
  - 4) Shall see that VA related articles and links to VA articles are published on the 589<sup>th</sup> website.

**Article XI**  
**Vacancies in Office**

Section 1.

- (a) Should a vacancy occur for any reason in any office, the Board of Directors shall appoint a member in good standing to serve the unexpired term.
- (b) Should any officer so conduct himself as to bring discredit to the association or fail to fully fulfill the duties and responsibilities of his office, the Board of Directors may declare the office vacant by not less than a two-thirds majority vote of the Board members.

**Article XII**  
**Committees and Their Duties**

Section 1.

- (a) The standing committees of the Association shall be: The Ways and Means Committee, the Membership Committee, Publicity Committee, Reunion Committee, Audit Committee, and the Chaplain.
- (b) The members of the standing committees shall be appointed by the President of the Association in consultation with the Board of Directors and serve at the pleasure of the President.
- (c) Committee designation shall be posted on the Association's website.
  - 1) **The Ways and Means Committee** shall have charge of and promote all fund raising affairs of the Association and be responsible for facilitating retail sales to members. No member is authorized to be reimbursed for purchases made without prior approval of the Ways and Means Committee and the Board of Directors. Prior to each Reunion, the Ways and Means Committee shall provide a report to the Audit Committee of the inventory and value of the inventory available for sale to Association members.
  - 2) **The Membership Committee** shall actively participate in locating new members by means such as placing notification in military and veteran organization publications and by using Internet access people search. They shall actively participate in assuring that new members feel welcome, are aware of association activities, and maintain all necessary records and applications of new members in order to keep an accurate roster.
  - 3) **The Publicity Committee** shall give due publicity to the activities of the association and its members where publicity will further the interest of the Association.
  - 4) **The Reunion Committee** shall assist the Board of Directors, through coordination by the President, on recommended activities associated with the Reunion and present any proposals to the Board of Directors for approval. Other duties may include identifying alternative reunion locations, facilities, costs, activities, schedules, etc.
  - 5) **The Audit Committee** shall receive an annual report prior to the business meeting at each Reunion from the Treasurer and the Ways and Means Committee. The annual report must focus not only on the current financial state of the organization and the present value of any assets it holds, but on the checks and balances the Treasurer and Ways and Means Committee have implemented to assure that integrity within all aspects of the accounting system is maintained.
  - 6) **The Chaplain** shall perform chaplaincy duties at all meetings of the Association. In addition, the Chaplain shall assure that records of those soldiers lost in Vietnam and those members who have died since returning from Vietnam is maintained. The Chaplain will coordinate a memorial service at the reunion for those members and others who have died since the last reunion. The Chaplain shall also be responsible for sending out condolence cards on behalf of the Association and its members.

**Article XIII**  
**Promotional Materials & Resale Items**

Section 1.

- (a) No items other than our 589<sup>th</sup> authorized PX items will be allowed for resale at the 589<sup>th</sup> Association reunions or on the 589<sup>th</sup> Website PX, whether sponsored by an individual member or any other retailer.
- (b) All PX items, will only have the "589<sup>th</sup> Engineer Battalion Association (Vietnam)" designation in whole or part, 589<sup>th</sup> Unit Crest design, 589<sup>th</sup> "Mountain Movers" motto, 18<sup>th</sup> Engineer Brigade patch design, U.S. Army Engineer Castle design, 589<sup>th</sup> approved map of Vietnam, American Flag, "U.S. Army" designation, "Vietnam 1967-1971" designation, unit authorized ribbons, or any combinations thereof.
- (c) All PX items will be of a standard design, meaning they are unchanged from year to year. Any changes to those designs will require a majority vote of the membership at our annual business meeting.
- (d) Our authorized PX inventory item list includes: Cotton and Mesh caps, Shot Glass, Unit Crest, Polo Shirt, T-Shirt, Zippered Hoodie Sweatshirt, Coffee Cup, Travel Mug, Unit Crest patch, and 3 Bumper Stickers. Any additions or deletions to this list must be approved by a majority vote of the members at the business meeting.
- (e) No purchases or contracts will be entered into prior to approval of the design and the cost by the Board of Directors. After approval by the Board of Directors, the Ways and Means Committee will coordinate the payment for the invoice with the Treasurer.

**Article XIV**  
**Monies and Collections**

Section 1.

- (a) All money, collections, and financial transactions must be channeled through the Treasurer as indicated in these By-Laws.

**Article XV**  
**589th Association Website**

Section 1.

- (a) The 589th Association website shall be the primary means of communication between the Board of Directors and the Association's members. The website shall be developed and maintained to not only provide communications between the Board and members, but also between members themselves.
- (b) A secondary means of communications shall be e-mail. The Association shall maintain a master name and address list, so each member is encouraged to keep their contact information up to date.

**Article XVI**  
**Attested by Secretary**

Section 1.

- (a) These Bylaws were adopted and approved during a business meeting of the members of the 589th Engineer Battalion Association (Vietnam), duly called and at which a quorum was present, held in Branson, Missouri on September 13, 2014.



Sterling Hester, 589<sup>th</sup> Secretary

Chairman of the Board  
*Perry Blanchfield*

President  
*John Miller*

Vice President  
*Open Position*

Secretary  
*Sterling Hester*

Treasurer  
*Bob Spencer*

Historian  
*Dennie Pendergrass*

VA Services Liaison  
*Charles Begley*