

**CAPE CANAVERAL LADIES
OF THE CAPE CANAVERAL NATIONAL CEMETERY**

ESTABLISHED JANUARY 28, 2016 | BY-LAWS REVISION JULY 19, 2018

**ARTICLE 1
NAME AND PURPOSE**

- SECTION 1.** The organization shall be known as Cape Canaveral Ladies, Inc. Hereafter called Cape Canaveral Ladies, at times referred to as CCL, and is a private organization comprised of women over 18.
- SECTION 2.** The purpose of the Cape Canaveral Ladies is to honor those who have served our nation: to assist, accompany, and promote a sympathetic relationship with Veterans, and their families at the interment services as needed and to be present when family and friends are unable to attend.

**ARTICLE II
MEMBERSHIP**

- SECTION 1.** Membership and participation in The Cape Canaveral Ladies is strictly voluntary and not limited to military services related women and is not connected to membership or participation in any other organization.
- SECTION 2.** Members are obtained through word of mouth and are required to volunteer one day a month (or as scheduled) at Cape Canaveral National Cemetery as part of their membership in the Cape Canaveral Ladies.
- SECTION 3.** Members shall be interviewed by the Chairman and duties explained in accordance with our Guide for Cape Canaveral Ladies. Each Lady is briefed by the Chairman regarding procedures. Members will attend two (2) funeral services with a member of the Board before she is scheduled alone. Training is mandatory before being put on the schedule.
- SECTION 4.** Members must be willing to attend services for all faiths and races.
- SECTION 5.** Only a personal emergency or travel should prevent serving when a Lady has agreed to take a service day. In case of such emergency or travel, a Lady must arrange for her own substitute, when possible, and contact the Scheduling Chairman so she is aware of the change of personnel.
- SECTION 6.** Termination of membership: A majority vote of the Board (as defined in Article V) may terminate any member's active status should circumstances involving character or capability to perform so warrant.

ARTICLE III UNIFORMS

- SECTION 1.** Black, navy or grey business suit (pants or skirt) with collared white blouse (must have sleeves of either full or at least 3/4 length)
- SECTION 2.** Flag pin shall be worn on the left lapel. CCL pin and name tag shall be worn on the right lapel. CCL approved patriotic scarf must be worn during service day. (If jacket is not worn, directions shall apply to respective shirt collar)
- SECTION 3.** Black, grey or navy shoes (no open toe or sandals).
If prescribed by a physician, open toed shoes will be allowed
- SECTION 4.** Raincoats must be black, navy or clear.
- SECTION 5.** Black or clear umbrellas may be used.
- SECTION 6.** Failure to comply with the uniform dress code will be addressed by the Board Members and handled accordingly.

ARTICLE IV MEETINGS AND DUES

- SECTION 1.** General membership meetings shall be conducted on a date, time and place determined by the Chairman. Members present shall constitute a quorum. Members are required to attend at least three (3) meetings per year. Non-compliance to this by-law will be addressed by the Board.
- SECTION 2.** The Board members shall meet at such time considered necessary by the board and at the call of the Chairman. A majority of the board members shall constitute a quorum.
- SECTION 3.** There are no monetary dues required for membership in the Cape Canaveral Ladies.

**ARTICLE V
DUTIES OF OFFICERS**

SECTION 1. The officers of The Cape Canaveral Ladies shall be a Founder, Chairman, Vice Chairman, Secretary, Corresponding Secretary, Treasurer, Chaplain, and Preceding Chairman.

SECTION 2. Election of officers shall be held at the last meeting in November every two years. They will serve at the discretion of the members and will be elected by the majority of the members present.

SECTION 3. The Executive Board is comprised of the Founder, Chairman, Vice Chairman, Secretary, Corresponding Secretary, Treasurer, Chaplain, and Preceding Chairman.

A. THE CHAIRMAN SHALL:

1. Preside at all meetings of the organization and represent The Cape Canaveral Ladies at all meetings and affairs where representation is required. If unable to attend, appoint the Vice Chairman or a representative.
2. Facilitate good communication between membership and staff of the Cape Canaveral National Cemetery.
3. Be responsible for proper training of all new Cape Canaveral Ladies.
4. Revise The Cape Canaveral Ladies Guide booklet as needed.
5. Appoint all chairmen of Standing Committees with the Executive Board's approval.
6. Keep the Executive Board fully informed of all matters.
7. Sign checks along with the Treasurer or Vice Chairman.
8. See that all activities are carried out and be responsible for making certain every burial day is covered by a Cape Canaveral Lady.
9. Call special meetings when deemed necessary.

B. THE VICE CHAIRMAN SHALL:

1. Assume the duties of the Chairman in her absence.
2. Work closely with the Chairman and take on additional responsibilities as requested.
3. In the case of the Chairman's resignation or transfer, she shall assume the Chairman's duties until the next election for Chairman.
4. Sign checks with the Treasurer or Chairman, when required.
5. Keep the membership roster current and distribute copies to members.

C. THE SECRETARY SHALL:

1. Record the minutes of all meetings.
2. Keep an approved copy of the minutes in her files.
3. Receive minutes approval from the Executive Board. Send by email to board members and Webmaster within two weeks after the General meeting for approval.
4. Once approved, minutes must be distributed to all members via email.

D. THE CORRESPONDING SECRETARY SHALL:

1. Prepare required correspondence and maintain files on same.
2. Serve as the Cape Canaveral Lady responsible to send appropriate get well, sympathy, birthday, and thinking of you cards to members as needed, and report to membership.
3. Notify the membership in the event of illnesses, deaths of our members and/or immediate family.

E. THE TREASURER SHALL:

1. Maintain checking and savings accounts.
2. Maintain a record of all assets and liabilities.
3. File any legal or IRS forms pertaining to the organization.
4. Pay all bills properly approved.
5. Report in detail all receipts and disbursements in writing at each meeting.
6. Provide a full report at year-end to the Cape Canaveral Ladies.

F. THE CHAPLAIN SHALL:

Offer prayer when necessary

G. THE FOUNDER SHALL:

1. Provide continuous advisement to the organization.
2. Serve as a lifetime board member in the organization.

H. THE ADVISOR SHALL:

1. Position shall be occupied by the preceding chairman
2. Term shall last 2 (two) years

**ARTICLE VI
NOMINATIONS AND ELECTIONS**

- SECTION 1.** The Nominating Committee shall be composed of a committee of three (3) active members. The Nominating Committee Chairman shall be appointed by the Executive Board.
- SECTION 2.** The Nominating Committee will contact the membership for nominations of each office. Chairman and Secretary elections shall be every 2 years; remainder of board shall have elections every 3 years. Elections shall be staggered accordingly so as not to have a complete overhaul of the board every 4 years
- SECTION 3.** Additional nominations of all officers may be made from the floor at the November meeting.
- SECTION 4.** Election of Officers shall be voted on by those members present at the November meeting.
- SECTION 5.** Officers shall assume their duties at the first business meeting following elections. In the event an officer, other than the Chairman, is not able to complete her term, the Chairman may appoint an officer pro-tem to finish the unfulfilled term.
- SECTION 6.** Upon elections all past officers must turn their files over to the newly elected officer so as to allow a smooth transition, and to keep the organization running as smoothly as possible with accurate records

**ARTICLE VII
STANDING COMMITTEES**

- SECTION 1.** Standing Committee Chairman shall be appointed by the Chairman.
- SECTION 2.** Website Committee Chairman (Webmaster) is responsible for maintaining the website of the Cape Canaveral Ladies and will post the monthly schedule of the volunteers assigned for their appropriate day. Other newsworthy information will be posted as it becomes available.
- SECTION 3.** Scheduling Committee Chairman is responsible for correlating the schedule of volunteers with the burial schedule when it is received and distributing to appropriate members.

**ARTICLE VIII
REVISIONS TO THE BYLAWS**

- SECTION 1.** These revised bylaws become effective at the September 2018 meeting.
- SECTION 2.** The bylaws of this organization may be revised by a majority vote of the membership on the roll, provided all members have been notified via email.
- SECTION 3.** Electronic Votes are accepted in the event the organization needs to have a note on Constitutional matters by request of the Executive Board.
- SECTION 4.** Future revisions may be proposed by any Cape Canaveral Lady.