

UNITED STATES MARINE CORPS MOTOR TRANSPORT ASSOCIATION, INC



BY-LAWS

Incorporated September 2008

Adopted at the

1st Annual Meeting/Reunion

September 20, 1997

As amended at the
Annual Meeting/Reunion

September 19, 2001

September 17, 2002

September 16, 2003

September 20, 2005

September 19, 2006

September 18, 2007

September 13, 2011

September 17, 2013

USMC-MTA BY-LAWS

Revised September 2023

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PRELUDE

The United States Marine Corps Motor Transport Association , INC was formed to bring all Retired Veteran Marines, Active Duty, Reserve and others who have served in or with the Motor Transport Field. Additionally the United States Marine Corps Motor Transport Association , Inc authorize and encourage the establishment of an Auxiliary and Unit Chapters to provide our membership with quarterly social functions etc. in support of the United States Marine Corps Motor Transport Association, Inc.

ARTICLE I NAME

1. The Association shall be “The United States Marine Corps Motor Transport Association , Inc”
- 2.
3. The Association shall also be known as ” USMC MTA”, USMC Motor Transport Association”, Motor Transport Association or the “ MTA .”
4. The Association will be a non- profit organization operated exclusively for the purpose s beneficial to the interest of the Nation, United States Marine Corps and the USMC Motor Transport Occupational Specialty Field.

ARTICLE II USMC MTA PROVISIONS

SECTION 1 – OFFICES

1. The Headquarters of the USMC MOTOR TRANSPORT ASSOCIATION , INC shall be located within the State of North Carolina, City of Jacksonville. The Association may have such other offices, either within or outside of the State of North Carolina, as the Board of Officers may determine, or as the affairs of the Association may require from time to time.
2. The Headquarters mailing address of the Association is :

United States Marine Corps
Motor Transport Association, Inc
P. O. Box 1372
Jacksonville , NC 28541-1372

3. In the event of final dissolution or liquidation of the USMC MOTOR TRANSPORT ASSOCIATION , INC and after all liabilities have been discharged , the remaining assets of the Association shall be given to one or more tax-exempt organizations.

SECTION 2 – MEMBERSHIP

1. Individual membership in the Association is open to all Retired , Active Duty, Reserve , Veteran Marines and others who have served in or with the United States Marine Corps Motor Transport Occupational Specialty Field. Paying Annual dues and conforming to, and complying with, in accordance with the By-Laws and rules of the Association now or hereafter in effect. Applicants shall file with the Association , or their Unit Chapter, if they are affiliated with a unit Chapter an Application for membership.
2. That all United States Marines with the primary MOS 35XX or others assigned to a USMC Motor Transport Unit that were “ Wounded in Combat and received the Purple Heart” on or after September 11, 2001 be given a “One Year “ free membership in the USMC Motor Transport Association , Inc.
3. The united States Marine Corps Motor Transport Association, Inc reserves the right to refuse membership or renew membership to anyone.
4. No person shall be eligible for membership in the association if they have received less than an honorable discharge from the military or has been convicted of a felon.

SECTION 3- ORGANIZATION

1. The USMC MTA Officers will be:
 - A. President
 - B. 1st Vice President
 - C. 2nd Vice President
 - D. Secretary
 - E. Treasurer
 - F. Three Trustees
 - (1) One Year
 - (2) Two Year
 - (3) Three Year
 - G. Immediate Past President
2. The Board of Officers will consist of the elected Officers and the Immediate Past President.

3. The President shall appoint the following officers with the approval of the Board of Officers to a one-(1) year term.

- A. Chaplain
- B. Sergeant at Arms
- C. Historian
- D. Public Relations/Recruiting Chairperson
- E. Webmaster
- F. Newsletter Editor
- G. Others as required

Said Officers shall act as advisors to the Board of Officers.

SECTION 3- DUTIES

1. PRESIDENT

The President shall preside at all meetings of the board of Officers and at the Annual General Membership Meetings. He or she shall have general charge of and control over the affairs of the USMC Motor Transport Association , Inc. Subject to such regulations and restrictions as the Board of Officer and the General Membership shall from time to time determine. The President shall sign all Certificates of Membership.

2. 1st VICE PRESIDENT

The 1st Vice President shall perform such duties as may, from time to time , be assigned to him or her by the President or Board of officers. In the case of resignation, death , disability or absence of the President, he or she shall be vested with all the powers and perform the duties of the president. He or she shall be the Chairperson for the Annual Reunion Sites Committee.

3. 2nd VICE PRESIDENT

The 2nd Vice President shall perform duties as may, from time to time , be assigned to him or her by the president or Board of Officers. In the case of resignation, death, disability or absence of the 1st Vice President, he or she shall be vested with all the powers and perform the duties of the 1st Vice President. He or she is the Chairperson for the Nomination and Elections of USMC MTA Officers at the Annual General Member ship Meeting and shall be governed by the By-Laws and “ Robert’s Rule of Order” Newly revised said Elections.

4. SECRETARY

The Secretary is to countersign all certificates of membership. He or she shall keep a record of all minutes of all meetings held by the Board of Officers and Annual General Membership Meetings. He or she give notice of meetings as provided by these By-Laws. He or she shall have custody of all books, records and papers of the Association, except such as shall be in the charge of the Treasurer or some other person authorized to have charge thereof, by the

Board of Officers. The Secretary will remit all due administrative and postal expense type receipts (Vendors etc.) to the Treasurer for issue of payment check; in turn he or she will forward same. The Secretary shall remit all dues/monies received to the Treasurer in a timely manner. The Secretary shall perform such other duties as may, from time to time, be assigned to him or her by the President or Board of Officers. The Secretary upon notification of a deceased member shall notify the Chaplain and Treasurer. The Secretary will be responsible for providing any normal or Special Communications i.e.; Dues, reminders, By-Laws changes etc. to the Membership as required.

5. **TREASURER**

The Treasurer shall receive and disburse all Association funds and shall keep an accurate and detailed record of all receipts and disbursements, which record shall at all times be subject to inspection by any member of the Board of Officers. The Treasurer will deposit all monies received by him or her on behalf of the Association entirely separate and distinct from all other funds under his or her control in a timely manner. The Board of Officers will designate the financial institution.

6. **TRUSTEES**

The Trustees shall perform such duties as may, from time to time, be assigned to them by the president and the Board of Officers. They shall conduct a review/audit quarterly of all financial records of the Treasurer. The Trustees are responsible for inventorying all organizational property prior to the Annual General Membership Meeting each year. They will provide a written report of its findings/recommendations of each quarterly review/audit and annual inventory to the Board of Officers.

7. **NEWSLETTER EDITOR**

The newsletter Editor will be responsible for publishing and mailing at least six newsletters per year. He or she will be responsible for mailing the newsletter to the membership via bulk mail or electronically.

8. **CHAPLAIN**

The Chaplain upon notification from the Secretary of a deceased member will forward to their next of kin a sympathy card indicating that a \$25.00 donation has been made to the "Barrie O. Delp Scholarship Fund" in memory of the deceased member.

9. **WEBMASTER**

The Webmaster will be responsible for maintain the official USMC Motor Transport Association, Inc website. Only the Webmaster and his /her designated team shall be the only ones with access to the website.

SECTION 5- BOARD OF OFFICERS MEETINGS

1. A quorum of the Board of Officers shall be two-thirds of the number of Officers then in office, or that number greater than two-thirds which is closest to two-thirds in the event that the said number of Officers holding office is not divisible by three. Except as otherwise provided herein; the affirmative vote of the majority of the Board present shall constitute the act of the Board of Officers.
2. The Board of Officers shall have regular meetings, which shall be at the discretion of the President and approval of the Board members/ However, a minimum of no less than 6 meetings must be conducted during the fiscal year. (It is recommended that meetings be held bi-monthly to conduct all the association's business but not limited to same). If possible a schedule of these meetings should be posted either in the MTA Newsletter "Convoy Express" or on the Official USMC MTA Website. The Board of Officers shall meet at other times on the call of the President of the Association or on the request of a majority of the Board of Officers.
3. Notice of special meetings of the Board of Officers. Specifying the subjects to be considered at such meeting, shall be given orally by the President at least 48 hours prior to the day of such meeting to all members of the Board . The Secretary shall notify the Board of Officers either in writing, phone call or email stating the reasons(s), time and location of the Special Meeting. Only the specific subject matter can be discussed at any special meeting.
4. All Purchases other than normal operating expenses as per budget shall be approved by the Board of Officers. In the case of an emergency and between regular scheduled Board of officers meetings, request for funds shall be approved or disapproved by the Special Finance Committee.
5. The Secretary shall record votes by the Board of Officers on all motions.

SECTION 6- COMMITTEES

1. There shall be established by the President of the Association, subject to approval of the Board of Officers the following Standing Committees: Nominating, Rules and By-Laws. Annual Reunion, Public Relation/Recruiting and Scholarship. The President shall appoint at least (3) members to each committee with exception of the Reunion Committee.
 - A. **The Nomination Committee** shall generally supervise the election process, to include receiving nominations, distributing the names of candidates to the general membership in attendance at the Annual Meetings. The Committee shall consist of one (1) member of the Board of Officers (this Board member

not seeking re-election or seeking election to another office), two (2) members, and the Immediate Past President. The 2nd Vice President shall chair this committee.

- B. **The Rules and By-Laws Committee** shall establish, with approval of the Board of Officers, the rule of procedure and debate at the Annual General Membership Meetings, which shall be Robert's Rule of Order, Newly Revised, with such modifications or restrictions as the committee and the Board of officers deem necessary for the orderly conduct of business. The committee shall be responsible for receiving, studying, and preparing all recommendations for amendments to the USMC MTA By-Laws and present them to the Board of Officers at their last meeting prior the Annual General Membership Meetings.
- C. **The Reunion Committee** will be chaired by the 1st Vice President and one(1) Co-Chairperson, each from the East Coast and West Coast. The Reunion Committee will develop and maintain a two (2) year plan for proposed Annual Reunion sites. Provide guidance for each Annual Reunion.
- D. **The Public Relation/Recruiting Committee** shall establish, with approval of the Board of officers, a plan to help recruit new members. Once approved, placed into action. The committee shall use any legal means of communication such, newspaper advertisement, brochures, and Internet websites. The committee is authorized to use the USMC Motor Transport Association, Inc Logo for its advertisement of recruiting new members. The Public Relations Officer shall chair this committee.
- E. **The Special Finance Committee** shall in the event of an emergency and in between the regular Board of officers meeting shall approve or disapprove of all financial expenditures of over one hundred (\$100.00) that have not been budgeted for in the annual budget. The Committee shall consist of at least three (3) members of the current Board of Officers and one of the committee members, shall be appointed as the chairperson; the 1st Vice President, Treasurer and the Two Year Trustee. The Special Finance Committee shall report to the President and the Board of officers as necessary.
- F. **The Scholarship Committee**

1. The MTA Auxiliary will administer the Scholarship Program. All funds for the scholarship program will be received and disbursed by the MTA Auxiliary Treasurer. The MTA Auxiliary Treasurer will keep an accurate record of all receipts and disbursements.
2. The Scholarship Committee will consist of eight members and will select the recipient of the Barrie O. Delp Scholarship Award. The President of the Motor Transport Association , Inc. will appoint four active members of the MTA. One of the four members will be the immediate Past President. If not available the MTA President will be the forth-active member. The Motor Transport Association Auxiliary will appoint four active members of the MTAA. One of the four MTA Auxiliary members will be assigned as the Committee Chairperson.
3. All applications must meet the basic guidelines set forth:
 - (a) Student must be a child or grandchild of an MTA member.
 - (b) Student must be graduating from High school with a “B” average or equivalent grade point for the Academic Scholarship. Student must be graduating from High school with a “B’ average or equal for the Vocational Scholarship.
 - (c) Applications must be returned to the MTA Auxiliary no later than 1 May for consideration.
 - (d) One (1) Academic Scholarship and one (1) Vocational Scholarship will be awarded each year.
 - (e) Academic Scholarship award of \$2000.00 will be sent directly to the accreted college attending. Vocational Scholarship award equal to the cost of the program, not to exceed \$1000.00 will be sent to the accredited vocational school attending.
 - (f) If there are no applicants for the Vocation Scholar ship award, the \$1000.00 shall be awarded to the runner up in the Academic Scholarship selection.
 - (g) A Certificate of Achievement will be presented or sent to the winner.
 - (h) Applications for the scholarship may be requested at any time by contacting:

USMC MTA Auxiliary Scholarship Committee
P.O. Box 1372
Jacksonville, NC 28541-1372

4. The Scholarship Committee will consider and process all applications in accordance with the USMC Motor Transport Association Auxiliary's guidelines and ensure that no prejudicial, favoritism or any other means are used in selecting a recipient.
5. The selection process/proceedings will be held in strict confidences. Only the naming of the Barrie O. Delp Scholarship recipient will be announced. All applications and copies of selection process/proceedings will be maintained by Auxiliary Secretary for a period of three (3) years and then disposed of.

1. The deadline for receiving applicants shall be no later than June 30th of each year. The Committee shall meet during the month of July to review and select the winner.

2. The committee shall also meet at such times and places as the chair of the committee or the President or Board of Officers shall direct.

SECTION 7-NOMINATION AND ELECTION OF USMC MTA OFFICERS

1. The Nomination Committee will nominate members to hold the following elected Office:

- A. *President
- B. * 1st Vice President
- C. * 2nd Vice President
- D. * Secretary
- E. * Treasurer
- F. * One (1) Three Year Trustee

*It is recommended that these elected Officers and Trustees reside within the surrounding geographic area of the USMC MTA Headquarters or be willing to travel.

2. **ELIGIBILITY**-Any regular member of this Association in good standing for at least one year, may run for office to include the President..

3. **TERMS OF OFFICE**-The elected officers shall serve a term of one (1) year commencing on October 1st., except the Secretary shall serve a two(2) year term and three(3) year Trustees. Officers holding elected billets may be re-elected for a second term by simple majority vote. Officers serving a second term may only serve a third term or any additional terms thereafter if elected by vote of 75% of the membership in attendance. The President can serve no more than three (3) consecutive years. Then he/she must step down for at least two (2) consecutive years to be eligible to run for that office again.

4. In the event of a member in good standing wishes to run for an elected position (with the exception of the President) and is unable to attend for just cause must submit in writing their intention and position to the Secretary thirty days prior to the Annual General Membership Meeting. This can be done either by US mail or email. The Secretary will turn over their request to the Nominating Committee on the first day of the General Membership Meeting.
5. All Elected and Appointed Officers must maintain their membership in good standing while holding their respective office. In the event that any elected or appointed officer fails to renew their membership, resigned or is removed for just cause the President shall appoint a member in good standing to finish out that person's term.
6. The Nominating Committee will hold a meeting prior to the Annual General Membership Meeting and submit a written report to the membership on its findings. Nominations from the floor may be accepted at this time.
7. All members in good standing shall at this meeting vote for one (1) nominee for each office that is up for elections. All voting is to be done by a simple show of hands.
8. The President shall appoint the Sgt of Arms to count the votes and report the results to the general membership.
9. The President may declare any elected or appointed office vacant by reason of: sickness, submits a declaration of resignation, death or failure to comply with and adhere to current By-Laws with the approval of the Board of Officers.
10. The President shall appoint a member in good standing to fill any vacancy, elected or appointed, that has been vacated for reason set in paragraph 9 above with the approval of the Board of Officers. The appointment shall be effective for the current fiscal year only.
11. In the event that the office of the President becomes vacant, the 1st Vice President shall assume the duties of the President for rest of the current fiscal year.
12. In the event that the office of the 1st Vice President becomes vacant, the 2nd Vice President shall assume the duties of the 1st Vice President for rest of the current fiscal year.
13. In the event the office of the 2nd Vice President becomes vacant, the President shall appoint a member in good standing to finish out the current fiscal year with the approval of the Board of officers.

SECTION 8- FISCAL YEAR

The fiscal year of the Association shall begin on the first day of OCTOBER and end on the last day of SEPTEMBER in each year.

SECTION 9- SEAL

The Board of Officers shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon, the name of the Association, the state and year of the incorporation, and identifying the imprint thereof as the corporate seal of the Association.

SECTION 10- WAIVER OF NOTICE

Whenever any notice is required to be given pursuant to the provisions of the North Carolina Not-For-Profit Corporation Law, the Certificate of Incorporation, these By-Laws, or rules or procedures adopted by the Board of Officers, a waiver thereof in writing, signed by the person entitled to such notice, executed at any time, shall be deemed the equivalent of the giving of such notice

ARTICLE III MEMBERSHIP AND FINANCES

1. Membership records will be the responsibility of the Secretary. The Secretary will maintain a roster to include Name, Address, Telephone number and other information needed to operate on a day to day basis.
2. Dues will be paid annually in the amount of \$20.00 and will be paid to the USMC Motor Transport Association, Inc. The anniversary of membership will determine the date of each membership i.e. join in January, dues are due the following January, join in July, dues are due the following July. Dues can also be paid in advance for as many years as a member wants. For every five (5) year advance membership payment (\$100.00) an additional one (1) year bonus is granted (thus 6 year continued membership for five (5) years paid). If a member wishes to drop their membership there will be no refund of membership dues. Dues can be increased by a majority vote at a general membership meeting, at any time. If dues are increased, members who paid in advance will not incur the increase until their next scheduled due date of their dues.

3. When a member that has been in good standing for five years unbroken prior to his or her eightieth birthday or five years unbroken and having passed his or her eightieth birthday that he or she be accorded dues free membership for each year following his or her eightieth birthday.

A. All checks received for payment to the USMC Motor Transport Association for service, which are returned to same for **Non-sufficient funds, Account closed or ETC.** will be forwarded to the USMC MTA President for appropriate action.

B. There will be a \$20.00 administrative fee added to the total of said check.

4. The President, 1st Vice President, Treasurer, Secretary and Newsletter Editor will be bonded for \$20,000.00 and will be the only personnel authorized to handle the Association General Funds. All Checks issued will require at least two (2) of these officers signature. No funds will be disbursed without valid quote, bill or receipt.

5. The President will prepare an annual budget and propose it for approval at the Annual General Membership Meetings. The Treasurer will prepare a report of the Treasury account to be presented at the Annual General Membership Meetings.

6. After each Annual General Membership Meetings, the president and the Treasurer will report at the next scheduled Board of Officers meeting that all debts have been paid.

ARTICLE IV UNIT CHAPTER PROVISIONS

SECTION 1- UNIT CHAPTER FORMATION

Upon the petition of fifteen (15) or more individual members in good standing with the USMC Motor Transport Association, Inc. the President of the Association, or his or her designated representative, may commence the formation and charting of the unit Chapter. The President of the Association shall make such investigation as he or she deems appropriate to determine that such members are engaged in activities, and are willing to adopt standards, policies, and procedures, consistent with the purpose and functions of the Association as set forth in the USMC MTA By-Laws, its resolutions and other documents. Upon the completion of such investigation, the President shall make a recommendation to the Board of Officers who may authorize the chapter of the petitioning members as a Unit Chapter of the Association. Following such authorization the President of the Association will require the Chapter to submit a copy of the Unit Chapter's proposed By-Laws for approval.

SECTION 2- GUIDE LINES

1. Each Unit Chapter is required to prepare and forward to the USMC MTA Headquarters a report of the Unit Chapter Financial Assets, Membership and Officers status annually (September 1st).
2. Each Unit Chapter is encouraged to submit to the Secretary newsworthy information or articles for the Newsletter and Historical records.

SECTION 3- WAIVER OF NOTICE

Whenever any notice is required to be given pursuant to the Articles of Incorporation of the Association or Unit Chapter, or by the USMC MTA By-Laws or the rules and procedures of the Association, a waiver thereof in writing, signed by the person entitled to such notice, executed at any time, shall be deemed the equivalent of given of such notice.

ARTICLE V RULES OF ORDER

1. The rules of order at any meeting of the Association, Unit Chapter, or Committee, shall be Robert's Rule of Order, Newly Revised.
2. Parliamentary authority will first be the By-Laws and when a situation arises that is not covered by the By-Laws, then the current edition of Robert's Rules of Order, Newly Revised, shall govern.

ARTICLE VI AMENDEMENTS

1. The USMC MTA By-Laws, or provisions hereof, may be altered, amended, or repealed, or new provisions added hereto, by the affirmative vote of two-thirds (2/3) of the members, in person, attending the Annual General Membership Meetings, provided, however, that any such proposed amendment shall be filed with the Rules and By-Laws Committee at least one-hundred-twenty (120) days prior to the commencement of the Annual General Membership Meetings at which such proposed amendment is to be addressed, and in compliance with rules adopted by the Board of Officers.

2. The rules and By-Laws committee shall review proposed amendments received, and shall, not less than sixty (60) days prior to the commencement of the Annual General Membership Meetings, forward their recommendations to the Board of officers prior to the presentation to the general membership attending the Annual General Membership Meetings.

Article VII ANNUAL REUNION

SECTION 1 – ANNUAL REUNION

The Annual Reunion will be held during the third week in September of each year. (Registration will be on Sunday and the reunion/annual meeting will start on Monday and end on Wednesday evening). Annual General Membership Meetings will be held on Monday and Tuesday. Reunion will be held west of Interstate 35 during even number years and east of Interstate 35 during odd number years.

SECTION 2- REUNION ADVISORY COMMITTEE

A Reunion Advisory Committee will consist of an Association Chairperson (1st Vice President) and one (1) Co-Chair Person each from the East Coast and the West Coast. This Committee will:

- A. Develop and maintain a two-year plan for proposed Annual Reunion sites.
- B. Provide guidance for each reunion site.

Signed by: