

By-laws of
SEMPER FI #3 Memorial Honor Detail
Houston, Harris County, Texas

P R E A M B L E

We the members of this Organization do hereby ordain and establish this constitution to guide the destinies of the **SEMPER FI #3 Memorial Honor Detail** in accordance with the philosophy and aims and purpose set herein.

Article I – Name

1.01. The name of the Organization shall be **SEMPER FI #3 Memorial Honor Detail**

1.02. The official mailing address of the **SEMPER FI #3 Memorial Honor Detail** will be Post Office Box 22423, Houston, TX 77227-2423.

Article II – Boundaries

2.01. The **SEMPER FI #3 Memorial Honor Detail** encompasses, but is not limited to, the city limits of Houston, the county lines of Harris, and State of Texas.

Article III – Purpose

3.01. The purpose of the Organization shall be to develop an exclusive U.S. Marine Corps military funeral detail of high standards, dignified and professionalism of former, retired and veterans of the U.S. Marine Corps who volunteer their time to honor our honorable veterans that are interred; not limited to other branch of service, and to augment the active duty Marine Corps funeral detail, promote the patriotic, educational, civic, and social welfare in the area defined in Article II.

Article IV – Membership

4.01. Membership in this Organization shall be open to all former, retired and veterans of honorable service in the U.S. Marine Corps.

Admission of Members and Renewal of Membership

4.02. Marines may be admitted to membership in the Organization by the committee designated by the Board to handle such matters. A Board-designated committee may adopt and amend application procedures and qualifications for membership in the Organization. An affirmative vote of the majority of a Board-designated committee present and voting shall be required for admission of any applicant who meets the membership qualifications then in effect.

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4.03. A member may renew membership by submitting an application for renewal of membership and paying all required fees and dues if applicable.

Membership Fees and Dues

4.04. The Board of Directors may set and change the amount of annual dues payable to the Organization by members. Dues shall be payable in advance on the first day of each fiscal year. The dues for a new member's first year shall be prorated from the first day of the month in which the member is admitted to membership through the end of the fiscal year.

Certificates of Membership

4.05. The Board of Directors may provide for the issuance of certificates evidencing membership in the Organization. When a person has been admitted as a member and has paid any required fees and dues, the Organization shall issue a certificate of membership to the person. Membership certificates shall be signed by the president or a vice president and by the secretary or an assistant secretary. Certificates shall be sealed with the seal of the Organization. Membership certificates shall be numbered consecutively. If a certificate is lost, mutilated, or destroyed, a new certificate may be issued.

Article V – Officers

The Officers of the Organization shall be a Chairperson, a Co-Chairperson, a Secretary, a Corporate Secretary, and a Financial Manager, Sergeant at Arms.

5.01. The Chairperson shall preside over all general meetings and any executive committee (board) meetings; the Chairperson shall have the authority to conduct meetings and to maintain order. The Chairperson shall appoint all committee chairs.

5.02. The Co-Chairperson shall preside at meetings in the absence of the Chairperson. This officer shall assist the Chairperson and shall perform various duties and serve on committees as assigned by the Chairperson.

5.03. The Secretary shall keep an accurate record of the proceedings of all general meetings, attend to correspondence, act as custodian of current records, and file and maintain up-to-date membership lists and attendance records.

5.04. The Corporate Secretary shall review and attend to all incoming and outgoing correspondence of the Organization. The Corporate Secretary assumes the duties of the Secretary in his or her absence.

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5.05. The Financial Manager shall keep an up-to-date record of all financial transactions, receive all money, and deposit funds in a Financial Institution. This officer shall disburse money as authorized by the membership. The Financial Manager shall present a report on finances at each general meeting of the Organization. The Financial Manager shall prepare a budget for the Calendar Year beginning on the first day of July, and will submit it to the membership for approval at the first regular meeting in July.

5.06. Chaplin:

5.07. Corpsman:

5.08. All Officers of the Organization shall be elected by a quorum of the members of the Organization. Officers shall be installed at the first general meeting in July, and they shall hold office for three years.

5.09. Officers shall be limited to serving two successive terms.

5.10. Vacancy in an office shall be filled by a special election. Officers elected to fill vacancies shall assume office at the first general meeting after the special election and shall hold office until the next regular installation of officers.

5.11. Appointments of officers of this Organization shall be in the event of an unexpected, unforeseen reason that a vacancy has occurred. The appointment of that vacancy will be made by the Chairperson of this organization and by a quorum of the membership and shall hold office until the next regular installation of officers.

5.12. Any officer who fails to meet the obligations and responsibilities of his or her office may be removed from office by a two-thirds majority vote of the membership.

Article VI – Executive Committee

6.01. The executive Committee of the Organization shall comprise the officers of the Organization and the immediate past Chairperson.

6.02. The Chairperson of the Organization shall be the chairperson of the Executive Committee.

6.03. The function of the Executive Committee shall be to set policies, to evaluate projects, and to act on behalf of the Organization between meetings.

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6.04. The Executive Committee shall meet once a month, on a date before the general meeting of the Organization. Special meetings may be called by the Chairperson or by three members of the Executive Committee.

Article VII – Meetings

7.01. The general meetings of the Organization shall be held on the second Thursday of every month, at 7:00 PM, at Denver Harbor Multi Service Center 6402 Market Street Houston, TX. 77020 Room 229

7.02. In the event that the general meeting falls on a legal holiday, the time and date of the general meeting shall be set by the Chairperson at the preceding general meeting, with the consent of the membership.

7.03. Nine members shall constitute a quorum for the transaction of business at a general meeting.

Article VIII – Standing Committees

8.01. The standing committees of the Organization shall be Fund-Raising, Publicity, By-Laws, Budget, Membership and Nominating.

8.02. The Chairperson or Co-Chairperson shall appoint all standing committee chairpersons. Each committee chairperson shall, in turn, appoint at least two additional members.

Article IX – Special Committees

9.01. Special Committees shall be established as the need arises; chairpersons of these committees shall be appointed by the Chairperson or by the Co-Chairperson in the Chairperson's absence. The committee chairperson shall appoint committee members.

Article X – Procedure

10.01. *Robert's Rules of Order* shall guide procedure in all points of order not covered by these by-laws.

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Article XI – Amendments

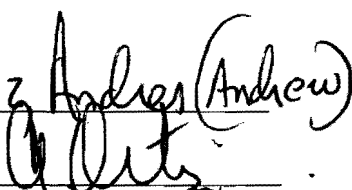
11.01. These by-laws of the Organization may be amended provided that amendments have been submitted in writing at the previous regular meeting, be it required that the proposed amendment has three (3) readings at three (3) consecutive regular meetings. A quorum shall be required for voting on amendments and the adoption of any amendment shall require a two-thirds vote in the affirmative.

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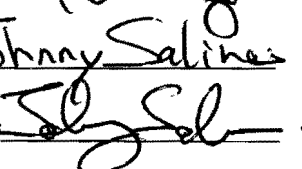
On this date the officers and membership voted to accept the SEMPER FI #3 By-Laws
23 September 2011 AC

Officers:

Chairperson:

Print Griz Andres (Andrew)
Signature 

Co-Chairperson:

Print Johnny Salinas
Signature 

Secretary:

Print Laundra Jones
Signature 