

BURLINGTON COUNTY
MILITARY AFFAIRS COMMITTEE
Effective 23 March 2017

BY LAWS

ARTICLE I NAME

The Name of the organization shall be the Burlington County Military Affairs Committee, Inc. (hereinafter referred to as “BCMAC”).

ARTICLE II
AUTHORIZATION

BCMAC was authorized and established as a Committee on June 10, 1987 by and of the Burlington County Board of Freeholders (hereinafter referred to as “Freeholders”) in Resolution No. 282. Effective June 3, 2008, BCMAC became a New Jersey Not for Profit Corporation.

BCMAC, in its support for Joint Base McGuire-Dix-Lakehurst, may seek approval to operate on the joint base as a Private Organization, as defined by AFI 34-223, Private Organizations Program. If approved, BCMAC will comply with the provisions of AFI 34-223 and other local guidance in the conduct of its activities when operating in that capacity. The Private Organization will be managed as a standing committee as described in these by-laws.

ARTICLE III MISSION

The Mission of BCMAC is as follows:

1. To act as a liaison between Joint Base McGuire Dix Lakehurst (hereinafter referred to as “JBMDL”) and/or their successors and tenants represented by their respective Commanders, and Burlington County, represented by BCMAC.
2. To maintain and promote understanding of the missions and issues that affect JBMDL.
3. To take any action necessary to accomplish the Mission set forth in this Article, consistent with the Bylaws of BCMAC.

ARTICLE IV MEMBERSHIP

Admission to BCMAC membership shall be upon written application filed with and subject to approval by the BCMAC Board of Trustees. Membership in BCMAC shall be available

without regard to race, color, creed, national origin, disability, ethnic group or gender. Membership shall only be consider effectuated for new members upon receipt of initial dues by the Board Treasurer or other appropriate person as designated by the Chair of the Board. All membership opportunities with BCMAC shall not be restricted on the basis of any protected class as recognized by the United States or the State of New Jersey.

There will be four classes of membership:

Individual Memberships:

Any individual may become an Active Member of this organization, subject to obtaining approval of the Board of Trustees at any regular or special meeting and payment of the then current annual dues.

Corporate/Sponsor Memberships:

Any corporate entity may become an Active Member of this organization, subject to obtaining approval of the Board of Trustees at any regular or special meeting and payment of the then current annual dues for the level of Corporate Membership selected.

Trustee Emeritus Memberships:

To recognize long-term meritorious service, the Board may appoint former Board of Trustee members to be a Trustee Emeritus member. To be eligible for the Trustee Emeritus, the appointee must have served a minimum of ten (10) years on the Board of Trustees, and receive at least two thirds affirmative votes of the Board of Trustees. The Trustee Emeritus may function as an exofficio member of the Board of Trustees, but shall have no voting or procedural powers before the board and shall not court toward or against required quorum for business.

Honorary Memberships:

The Board in its sole discretion may present such other Honorary Memberships as it deems appropriate by at least a two-thirds vote of current board members.

Ex-Officio Memberships:

All members of the Burlington County Board of Chosen Freeholders JBMDL Leadership will be considered Ex-Officio members of BCMAC. These members shall have no voting or procedural powers before the board and shall not court toward or against required quorum for business.

ARTICLE V BOARD OF TRUSTEES

The Board of Trustees (hereinafter referred to as the “Board”) shall consist of at least fifteen (15) but not more than twenty-one (21) members. Each Board Member’s election to the Board, as set forth below, shall be subject to review and confirmation by the Freeholder(s) who serve as liaisons to Veteran and Military Affairs (hereinafter referred to as “Freeholder or Freeholders”). Each Board member shall be a member in good standing of BCMAC’s general membership to be eligible for election to the Board.

Board members shall serve for a three (3) year term, each term to commence January 1. The terms of the Board members shall be staggered so that, each year, terms of one third of the members shall expire. Board members shall serve on committees as appointed by the Chair, and shall perform such other duties in the reasonable discretion of the Chair. All Board members shall serve as volunteers, and without compensation.

To fill the expired terms, the Chair shall appoint a Nominating Committee which, at the October Board meeting, shall recommend names for nomination to the Board. At the November meeting, the Board shall vote on each nomination, and a majority of affirmative votes shall be necessary for election to the Board. As set forth above, Board members so elected shall be subject to the review by the Freeholders.

Board vacancies shall be filled for the unexpired term only. The Chair shall appoint a Nominating Committee which shall recommend a nominee to fill the unexpired term. Any vacancy shall be filled by an affirmative vote of a majority of the members of the Board at a regularly scheduled or a special meeting.

ARTICLE VI OFFICERS

BCMAC Officers shall consist of a Chair, Vice Chair, Secretary and Treasurer, each of whom shall be a member of the Board of Trustees. The Chair and Vice Chair’s term of office is limited to two consecutive one year terms. The Officers and the Executive Director shall be the Executive Committee.

The Nominating Committee, at the October meeting, shall recommend a slate of Officers for nomination to the Board.

At the November meeting, the Board shall vote on the slate. A majority of members of the Board of Trustees affirmative votes shall be necessary for election as Officers.

An unexpired term of an Officer shall be filled in the same manner set forth in Article V for unexpired terms of Board of Trustee members.

ARTICLE VII EXECUTIVE DIRECTOR

The Chair shall have the discretion to appoint an Executive Director from among the members of the Board. Any Executive Director so appointed by the Chair with the confirmation of the majority of the Board shall serve at the pleasure of the Board.

The duties of the Executive Director shall be to assist the Chair and to carry out those duties as are reasonably delegated by the Chair.

ARTICLE VIII DUTIES OF OFFICERS

CHAIR

The Chair shall preside at all meetings, exercise general supervision over the interest and welfare of BCMAC, appoint Committee Chairs and members, and serves as an ex-officio member of all committees.

The Chair shall have sole discretion to approve non-budget expenditures of less than \$100.00. The Chair, with the consent of any two additional Officers, shall have the discretion to approve non-budget expenditures of up to \$500.00. The Board shall be notified of any such approval in writing within 48 hours of approval.

A non-budget proposed expenditure of greater than \$500.00 shall require an affirmative vote of a majority of the members of the Board, a quorum being present. In the event a quorum is not present, consent to expenditures hereunder may be given at a meeting or through electronic means, to include telephone, fax or email.

VICE CHAIR

The Vice Chair shall act in the absence of or during the incapacity of the Chairperson and accept other responsibilities as may be agreed upon by the Chair and Vice Chair.

SECRETARY

The Secretary shall record and maintain minutes of all meetings, provide minutes in a timely fashion to the Board, keep an accurate record of the names and addresses of all members and dues paid, and perform such other reasonable duties as may be assigned by the Chair.

TREASURER

The Treasurer shall receive, account for and deposit in a bank, all funds of BCMAC as directed by the Executive Board, maintain appropriate financial records which shall be subject to inspection and audit as may be required by the Executive Board, and perform such other duties as may be reasonably assigned by the Chair. All expenditures must be preapproved.

**ARTICLE IX
REMOVAL FROM OFFICE**

Any member of the Board of Trustees may be removed from the Board for Good Cause by an affirmative vote of two thirds of the members of the Board. Any removal proceedings shall be restricted to Board Members only in a closed session to determine appropriate action. Good cause shall be determined by the Board, exercising its“ reasonable discretion, on a case-by-case basis.

**ARTICLE X
COMMITTEES**

All Committees shall be composed of a Chair and a minimum of one other Board member with the exception of the JB-MDL Private Organization Committee, if established. The Board Chair shall be an ex-officio member of all Committees, and shall have the power to appoint members to a Committee. Ad-Hoc committees may be established as appropriate at the discretion of the Chair. There shall be the following standing committees:

Communications (Newsletter/PR)	Membership
Finance Committee	Nominating
Governance (By-Laws)	Special Events
JB-MDL Private Organization	

If the BCMAC Board decides to participate in the JB-MDL Private Organization Program, it will comply with all the provisions of AFI-34-223 and published local guidance. The BCMAC Board will appoint the required officers of the private organization and ratify the required constitution of this entity. The private organization is considered a standing committee of BCMAC and will act as an extension of BCMAC on the Joint Base. The private organization is authorized to maintain its own budget and management of funds it is authorized to raise or disperse, to include creating its own checking account. All funds are considered as BCMACs and are subject to the oversight of the BCMAC treasurer.

ARTICLE XI MEETINGS

Regular meetings of the Board are scheduled for the fourth Thursday of each month, at the discretion of the Board. Any change in regular meeting time shall be subject to a two-thirds vote of the Board.

The election of officers shall take place at the November meeting. The “Reorganizational” meeting will be held in January. Special meetings may be called by the Chair. The time and place of general membership meetings shall be decided by the Board.

A quorum for any meeting of the Board shall consist of a simple majority of the members filled Board seats.

In the event a quorum is not met for financial voting items, Board members are permitted to vote remotely or electronically so long as such votes are made in real-time. This clause applies to financial votes for items in excess of \$500.00, consistent with Article VIII.

For confirmation of Board Members and Executive Officers, absent Board members shall be permitted to vote either remotely or electronically, either in real-time or in advance of the election meeting so as to not prevent the ability for BCMAC to conduct regular business.

ARTICLE XII DUES

The annual dues of the membership shall be determined from year to year, the amount to be fixed by the Board at the first meeting in each fiscal year.

Dues for all members are due in full by March 15 of the current year. Any member who is in arrears shall not be considered a current member. Any Board member who is arrears shall have their voting privileges suspended until dues are paid in full.

ARTICLE XIII FISCAL YEAR

The Fiscal year of BCMAC shall be from January 1 to December 31. The calendar year shall be from January 1 to December 31.

ARTICLE XIV EXEMPT ACTIVITIES

Notwithstanding any other provision of these by-laws, no member, trustee, officer, employee or representative of this Association shall take any action or carry on any activities by or on behalf of the Association not permitted to be taken or carried on by an organization exempt under section 501©(3) of the Internal Revenue Code and regulations as they now appear or as they may hereafter be amended, or by an organization, contributions to which are deductible under section 170©(2) of such code and regulations as they now exist or as they may hereafter be amended.

ARTICLE XV RULES OF ORDER

The Board adopts Roberts Rules as its rule of order, except as amended herein.

ARTICLE XVI AMENDMENTS

These By-Laws may be amended by an affirmative vote of two thirds members of the Board of Trustees, a quorum being present. Proposed amendments to this document shall be provided to the Board in advance of the meeting. Ratification votes may be made in person, electronically in real-time, or in advance.

These By-Laws, as amended, were ratified by The Board March 2017 and shall take effect March 23, 2017 if approved.