

1 **The National Guard Association of Connecticut**

2
3 **By-Laws**

4
5 Of October 1993, as amended in March 1998, March 2003, January 2012,
6 May 2012, August 2012 and September 2012

7
8 **Article I – Name**

9
10 The name of this Association as per Article I of the constitution is “The
11 National Guard Association of Connecticut (NGACT),” herein called the
12 Association.

13
14 **Article II – Affiliations**

15
16 Section 1. The National Guard Association of the United States (NGAUS).
17 The Association will encourage all eligible Guardsmen to become members of
18 NGAUS and will participate in NGAUS activities. It will also fund the
19 attendance of the President or the Vice President and the Executive Director
20 or his designee at the annual NGAUS Conference. It will also fund at least the
21 number of authorized delegates needed at the Annual NGAUS Conference.

22
23 Section 2. The Enlisted Association of the National Guard of the United
24 States (EANGUS). The association is a chartered member organization of
25 EANGUS. As a chartered organization, the Association will collect EANGUS
26 dues from all eligible Guardsmen that apply for EANGUS membership. The
27 Association will sponsor at least one delegate to attend the EANGUS
28 Presidents’ Workshop. It will also fund at least the number of authorized
29 delegates needed at the Annual EANGUS Conference.

30
31 Section: 3. The National Guard Executive Director’s Association
32 (NGEDA). The Association will sponsor the President, the Vice Presidents
33 and the Executive Director as members of NGEDA and send at least one
34 representative to NGEDA

35
36 Section 4: The Connecticut Veteran & Military Coalition (CV & MC).

37
38 **Article III – Membership and Dues**

39
40 Section 1. Membership.

42 1. Member (Annual). Any current member (officer or enlisted) of the
43 Army or Air National Guard of Connecticut is entitled to membership upon
44 payment of annual dues.

45
46 2. Life Member. Any current member (officer or enlisted) of the Army or
47 Air National Guard of Connecticut shall be entitled to a Life Membership upon
48 payment of 10 times the annual membership fees (effective 1 January 1990).

49
50 3. Retired Life Member. Any former member (officer or enlisted) of the
51 Army or Air National Guard of Connecticut who is a member of the Retired
52 Reserve or is retired under Title III U.S. Code, upon reaching age 60 shall be
53 entitled to a Retired Life Membership upon payment of 10 times the annual
54 membership fees (effective 1 January 1990).

55
56 4. Honorary Member. Individuals not otherwise eligible for membership
57 who make significant contributions to the welfare or benefit of the Association
58 may be granted honorary membership by affirmative vote of the Executive
59 Council. Honorary members are non-voting members of the Association and
60 as such can participate in official functions and social events, but are not
61 authorized to cast ballots or vote in any activity of the Association. Honorary
62 members are not required to pay dues.

63
64 5. Associate Member. Any other person who is interested in and
65 dedicated to the purposes of the Association may be granted associate
66 membership by an affirmative vote of the Executive Council. Associate
67 members are non-voting members of the Association and as such can
68 participate in official functions and social events, but are not authorized to cast
69 ballots or vote in any activity of the Association. Associate members are
70 required to pay annual dues.

71
72 6. Associate Life Member. Same as Associate Member except upon
73 payment of a life membership fee.

74
75 7. Corporate Member. Any company, firm, organization or corporation
76 that is interested in and dedicated to the purposes of the Association may be
77 granted corporate membership with the affirmative vote of the Executive
78 Council. Corporate members are non-voting members of the Association and
79 as such can participate in official functions and social events, but are not
80 authorized to cast ballots or vote in any activity of the Association. Corporate
81 members are required to pay annual corporate dues.

82

83 Section 2. Dues

84
85 1. Term of membership shall be on a calendar year basis from 1
86 January thru 31 December each year.

87
88 2. An appropriate membership card will be issued to all members.

89
90 Section 3. Fee Structure

91
92 1. Member (Annual) – \$ 11.00

93
94 2. Associate Member – \$ 11.00

95
96 3. Corporate Membership shall conferred based upon amount of the
97 membership fee paid by such member in accordance with the following
98 structure, with the Corporate Membership Committee setting the fees and
99 benefits for each level with approval of the Association Executive Board:

100
101 a. Bronze Member

102
103 b. Silver Member

104
105 c. Gold Member

106
107 d. Platinum

108
109 4. The Executive Council may accord appropriate forms of recognition
110 and privileges commensurate with the category of membership and level of
111 activity of such members consistent with the terms of members as set forth
112 above.

113
114 **Article IV – Committees**

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116 All committees will consist of at least three members and will be chaired by a
117 member of the Association with the affirmative vote of the Executive Council.

118
119 Section 1. Enlisted Association of the National Guard of the United States
120 (EANGUS) committee. The EANGUS committee shall consist of all the
121 Enlisted members of the Executive Council and will be chaired by one of the
122 top three officers that is enlisted. This committee will coordinate all EANGUS
123 affairs including:

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1. The nomination of delegates to the annual EANGUS conference.

2. To enroll Enlisted members of the Association in EANGUS, to collect EANGUS dues and issue EANGUS membership cards.

Section 2. Finance Committee. The Finance Committee shall make recommendations for the collection, expenditure and safekeeping of funds of the Association. The committee will be responsible for selecting the annual auditor.

Section 3. Legislative Committee. To establish liaison with various legislative bodies within the state with special regards to interests of the Connecticut National Guard; to undertake such legislative action and measures as the Executive Council and the Association may direct; advise the Association of current state of pertinent legislation and to prepare resolutions or other material for submission to the legislature. One member of this committee may be registered as a legislative agent.

Section 4. Membership Committee. The Membership Committee shall keep records of membership of the Association and make a report to the annual meeting or any other time upon call of the President. This committee shall prepare all membership forms and membership cards. The Membership Committee shall have the power to designate Unit Representatives to act on its behalf in enrollment and the collection of dues from the membership.

Section 5. The National Guard Association of the United States (NGAUS) Committee. The NGAUS Committee shall consist of all Commissioned and Warrant Officer members of the Executive Council and will be chaired by one of the top three officers of the Association that is a commissioned or warrant officer. The committee will coordinate all NGAUS affairs including:

1. The nomination of delegates to the annual NGAUS conference.

2. To monitor the NGAUS membership program.

3. To encourage all members to attend the annual conference.

Section 6. Public Affairs and Information Committee. The committee shall promote the goals and purposes of the Association by informing the public of the activities and achievements of the Association. It shall disseminate timely

165 news release and announcements to the public news media for release thru
166 the office of the President. Publish a quarterly newsletter.

167

168 Section 7. By-Laws and Constitution Committee. The committee shall
169 review the NGACT Constitution and by-laws at least once annually and make
170 recommended changes to the NGACT Executive Board. The committee will
171 accept recommended changes from the NGACT membership at any time and
172 will hold meetings as needed to review the submitted changes and will make
173 recommendations to the Executive Board as to whether to adopt or not.

174

175 Section 8. Corporate Membership Committee. This committee shall seek
176 Corporate Members for NGACT and oversee the Corporate Member Program,
177 making recommendations as to changes to the NGACT Executive Board.

178

179 Section 9. Scholarship Committee. This committee shall oversee the
180 NGACT Scholarship Program and any scholarship programs of EANGUS and
181 NGAUS. The committee will actively seek applicants for the NGACT
182 Scholarships and will recommend recipients to the NGACT Executive Board.

183

184 Section 10. Awards Committee. The committee shall oversee the NGACT
185 Awards and Recognitions Program outlined in NGACT By-Laws Article VIII.
186 The committee shall actively seek nominations for recipients of awards and
187 conduct an appropriate recognition program.

188

189 Section 11. Retirees Affairs. This committee shall serve as the voice of the
190 Retired National Guard Members within NGACT. The committee shall
191 establish and maintain an open line of communication with retirees of the
192 Connecticut National Guard, and encouraging them to bring issues or
193 concerns to the NGACT Executive Board. This committee will also run the
194 annual Retirees Picnic.

195

196 Section 12. Insurance. The Insurance Committee is responsible for working
197 with the Militia Insurance Trust and all SSLI briefing staff to give as much
198 visibility to the Insurance program as possible. The committee chairman will
199 be the point of contact for all claims on SSLI Coverage upon the death of a
200 Connecticut Guardsman whose family does not deal directly with the
201 Insurance provider or Militia Insurance Trust and will obtain death certificates
202 for the deceased and forward to Militia Insurance Trust to file the claim.

203

204 Section 13. The President of the Association may appoint such special
205 committees as deemed necessary. The membership thereof shall consist of
206 such members as the President may determine.

207
208 **Article V – Order of Business.**

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210 Section 1. The order of business meetings, in so far as possible, shall be
211 governed by Robert’s Rules of Order.

212
213 Section 2. Electronic Voting may take place in accordance with
214 procedures and rules outlined in Appendix 1 to the National Guard
215 Association of Connecticut’s By-Laws.

216
217 **Article VI – Finance**

218
219 Section 1. The fiscal year shall be from 1 January each year through 31
220 December of the same year.

221
222 Section 2: An annual budget for expenditure of all Association funds will be
223 prepared. The Executive Council will review the budget quarterly and approve
224 the expenditures for the next quarter.

225
226 Section 3. Expenditure of funds must be for either internal operations of the
227 Association or within the scope of the NGA CT Constitution, Article II –
228 Purpose of the Association.

229
230 Section 4. All requirements for funds must be submitted in writing with
231 complete justification to the Finance Committee for review and inclusion in
232 each year’s budget.

233
234 Section 5. The schedule for remuneration is as follows:

- 235
236 1. Secretary up to \$100.00 annually
237
238 2. Treasurer up to \$100.00 annually
239
240 3. Executive Director up to \$250.00 monthly

241
242 **Article VII – Executive Director**

243

244 The Executive Director shall monitor and implement such programs of
245 insurance as approved by the Executive Council and cause such funds
246 derived from insurance operations to be maintained by the treasurer.

247

248 **Article VIII – Awards and Recognitions**

249

250 The Executive Board may recognize outstanding achievement or service in
251 keeping with the purpose, goals, objectives and policies of the Association
252 through the presentation of any or all of the awards set forth below. The
253 Executive Board shall determine an appropriate mechanism for identifying and
254 selecting deserving recipients and may appoint an ad hoc committee(s) to
255 assist in the selection process. Announcement and presentation of awards
256 and recognition will be made at the Annual Conference except where
257 presentation of awards to National Guard units, corporations or other
258 organizations would be more effectively made by a representative of the
259 Association visiting such unit, corporation or organization directly.

260

261 Section 1: The Minuteman Award: This award is the highest honor
262 bestowed on a member of the Association. It recognizes exceptional
263 achievement, a patriotic act, highly distinguished service and/or an
264 outstanding contribution to a military organization, community, the State, the
265 Nation or the National Guard Association of Connecticut. Posthumous awards
266 may be made to next of kin. Eligibility: Member or former member of the
267 military Member of NGA CT

268

269 Section 2: The NGA CT Leadership Award: This award recognizes a
270 company grade officer who epitomizes the loyalty, duty, respect, selfless
271 service, honor, integrity and personal courage exemplified in the Soldiers and
272 Airmen Creed. Eligibility: Company grade officer, member of the Connecticut
273 National Guard, Member of NGA CT, Recommendation endorsed by the chain
274 of command

275

276 Section 3: The CSM Anthony V. Savino Award: This award recognizes a
277 noncommissioned officer who epitomizes the loyalty, duty, respect, selfless
278 service, honor, integrity and personal courage exemplified in the NCO Creed.
279 Eligibility: NCO and member of the Connecticut National Guard Member of
280 NGA CT Recommendation endorsed by the chain of command

281

282 Section 4: The Meritorious Service Award: The Meritorious Service Award
283 is bestowed on an individual, firm or organization for outstanding service to

284 the Connecticut National Guard and/or the National Guard Association of
285 Connecticut. Eligibility: Any individual, firm or organization, military or civilian
286

287 Section.5: The President's Corporate Member Award: This award
288 recognizes a corporate member that distinguishes itself through noteworthy
289 contribution in furtherance of the purpose, goals and objectives of the
290 Association. Eligibility: Current corporate member of NGA
291

292 Section 6: The President's Retiree Award: This award recognizes the
293 retiree member who distinguishes him/herself through noteworthy contribution
294 in furtherance of the purpose, goals, objectives and policies of the
295 Association. Eligibility: Retired member of the military Member of NGA
296

297 Section 7: Connecticut National Guard Unit Awards: These awards
298 recognize units that distinguish themselves through their levels of commitment
299 to and participation in the Association and its functions.
300

301 1. Highest Membership: Unit strength vs. Unit membership
302

303 2. Highest Enlisted Membership: Enlisted strength vs. Enlisted
304 membership
305

306 3. Highest Officer Membership: Officer strength vs. Officer membership
307

308 4. President's Unit Membership Awards
309

310 a. Gold Award: 100% membership
311

312 b. Silver Award: 90% membership
313

314 c. Bronze Award: 80% membership
315

316 5. Most Improved Unit Membership Award
317

318 6. Highest Participation at Annual Conference: Unit strength vs. Unit
319 attendance
320

321 **Appendix 1 National Guard Association of Connecticut By-Laws**

322
323 **Voting by E-Mail**

324
325 Since the 1990s electronic media have become increasingly vital means of
326 communication, both one-on-one and within a group, and have allowed an
327 organization to conduct business more efficiently and quickly and at less
328 expense.

329
330 Because *Robert's Rules of Order Newly Revised*, 10th Edition, was published
331 in 2000 it does not include detailed rules for conducting electronic meetings or
332 taking electronic votes.

333
334 Although RONR (pp. xx and 2) discourages conducting meetings by e-mail
335 alone, it does approve of conducting votes by e-mail if:

- 336
337 - They are authorized in the by-laws; and

338
339 There are special rules in place to govern debate.

340
341 **Rules for Voting by E-Mail**

342
343 1. The action being proposed within the motion must be of such immediate
344 consequence that action must be taken before the next regularly scheduled
345 meeting of the NGA CT Executive Council.

346
347 2. All participants must have access to the necessary equipment for
348 participation in the e-vote. If any participants do not have access, and e-vote
349 cannot be taken.

350
351 3. The President or Committee Chair shall develop the time frame for the e-
352 vote.

353
354 4. A minimum of 24 hours' notice shall be provided to all participants via e-
355 mail by the Secretary. Such notice shall include the motion and supporting
356 documentation for the e-vote.

357
358 5. A second is not necessary for the motion to be considered.

359
360 6. The motion to lay on the table is not in order.

361

362 7. Each new main motion must be made in a separate, new e-mail message
363 with no other message thread included.

364

365 8. New motions in a new message may not be introduced while there is
366 another motion currently being debated. No more than one main motion can
367 be considered at one time.

368

369 **Opening a Question for Consideration**

370

371 1. The President shall assign a number to the motion and shall include the
372 number in the subject line. (Example: Motion 1.)

373

374 2. The subject line must include the word "Motion."

375

376 3. The first line of the message must begin with "It is moved to (or that)..." If
377 the motion comes from a specific officer or committee member "(Name of
378 Officer) moves to (or that)..."

379

380 4. All motions to be considered by e-vote must be sent to the President for
381 assignment of number and the President will send the motion to the Secretary
382 to send to all members of the NGAET Executive Board.

383

384 **Debate**

385

386 1. Members shall use "Reply All" in all messages.

387

388 2. Members may respond at will, that is, without seeking recognition from the
389 President.

390

391 3. Secondary and incidental motions (such as motions to amend) shall be
392 given a letter designation in the subject line by the President. (For example:
393 The main motion is given the number 1. There is a motion to amend. The
394 amendment is given the designation "a". In the subject line the amendment
395 will be designated "Motion 1-a".)

396

397 4. Multiple secondary and incidental motions shall be given succeeding letter
398 designations by the President. (For example: The main motion, amendment, a
399 motion to refer to a committee and a motion to postpone to a certain time are
400 all pending. The main motion is 1, the amendment is a, the referral is b, and
401 the postponement is c. Motion 1-a-b-c.) As each motion is disposed of, the
402 corresponding letter in the subject line is removed.

403
404 5. In a case of conflicting secondary or incidental motions, the President shall
405 determine preference in recognition by date/time stamp on the messages.
406 When a higher-ranking motion is made first, the lower-ranking motion is not in
407 order.

408
409 6. Messages with a date/time stamp after a secondary or incidental motion is
410 stated by the President shall be disregarded. The President will inform the
411 member who made the disregarded motion that the motion is not in order at
412 the time by using "Reply" rather than "Reply All."

413
414 7. The president shall close debate by asking "Are you ready for the question
415 on Motion 1-a?" in the subject line.

416
417 **Vote**

418
419 1. The President shall put the question to a vote by restating the pending
420 question and requesting the members to vote now. The word "Vote" shall be
421 in the subject line. (Example: Motion 1-a Vote)

422
423 2. The President shall include the time frame/deadline for the vote.

424
425 3. Members shall state "I vote yes" or "I vote no" in the first line of the
426 response and use "Reply All."

427
428 4. The Secretary shall tally votes and report the result of the vote to the
429 participants, including the number of votes cast for and against the motion.

430
431 5. The President shall announce the results of the vote.

432
433 6. The President shall either state the next pending motion and open debate
434 or shall declare the thread on "Motion 1 closed."

435
436 **Secretary's Records and Minutes**

437
438 1. The Secretary shall compile and maintain the complete thread of the motion
439 and its disposition including all secondary and incidental motions.

440
441 2. The Secretary shall prepare minutes of the e-vote and shall send the
442 minutes marked "draft" to all the members of the NGA CT Executive Board.

443

444 3. These minutes shall be approved at the next regular meeting of the NGA
445 Executive Board.

446

447 4. Any member NGA shall have the right request a copy of the message
448 thread of a motion.

449

450 **Exemptions to E-Voting**

451

452 Matters pertaining to personnel that would normally be discussed in an
453 Executive Session may not be considered via e-vote.