



(An IRS 501 (c) (19) Not - For - Profit Organization)

Dear 2nd Battalion, 4th Marines Association Members,

It is April of 2023 and, once again, the time to seek nominations for the offices of President, Vice President, Secretary, and one Director, who are elected every odd year for a two (2) year term. Normally, the Immediate Past President secures a Nominating Committee Chairman who, in turn, secures two additional members to assist in contacting the membership for Nominations for these offices. However, since we are, currently, without an Immediate Past President, due to personal reasons, and our membership now stands at 1,712 active Life members, making it a daunting task for three people to contact each member, the Board agreed to send an email blast to the membership requesting each member seeking the Candidacy for any of these four (4) offices to fill out the Candidacy Application form with your name, email address, phone number, and marking the one office that you are seeking. If you have, truly, wanted to take a more active role in the operation of the Association, now is your opportunity. **The requirements for each office are listed below. The Candidacy Application form is listed on our [website here](#).**

Please, consider becoming a candidate for one of these positions on the board. Once your preference has been received, you will be contacted for a brief 'Bio'. The deadline for responding is 01 May 2023.

Duties & Responsibilities of the Board of Directors and It's Elected Officers

(From Article IV - Sections 2, 3, 4, 5, & 8 & Article V - Sections 1 & 2 of the Association By-Laws)

Section 2: Board of Directors. The Board of Directors shall consist of the elected officers, directors and Immediate Past President. The Board of Directors shall manage the property and business of the Association and shall establish operating policies as necessary to properly and effectively carry out the provisions of these bylaws.

Section 3: President. The President shall be the chief executive officer of the Association. He shall preside at all meetings of the Board of Directors and Association, and see that they are properly conducted and adjourned. He shall be an impartial and conscientious arbiter of discussion and debate, and insist on fairness in the actions and discussions of members.

The President may sign and execute all authorized contracts or other obligations in the name of the Association. He shall have the general powers and duties of supervision and management usually vested in the office of president of a corporation, and perform such duties as may be assigned to him by the bylaws or the Board of Directors.

Section 4: Vice President. The Vice President shall preside in the absence of the President at meetings of the Board of Directors and Association. He will also perform such duties as may be assigned to him by the bylaws, the President or the Board of Directors. [CH 3]

Section 5: Secretary. The Secretary shall keep all the records of the Board of Directors and Association in an accurate, orderly and complete manner. The Secretary shall maintain all records for inspection by the membership, prepare all correspondence of the Association as directed by the President and the Board of Directors, and shall perform such other duties as may be assigned to him by the bylaws or the Board of Directors.

The Secretary shall be responsible for maintaining an up to date list of all members with the assistance and collaboration of the Membership Chairman.

The Secretary will ensure that the minutes of the previous general meeting and any special or board meetings are published for review in the association newsletter just prior to the next general meeting.

Section 8: Directors. There will be two [2] elected directors. These directors shall assist the President and Board of Directors as the bylaws or the Board of Directors may provide.

Elections. Elections shall be held every year in a staggered fashion. The positions of President, Vice President, Secretary, and one Director will be voted upon during odd years, and the positions of Treasurer and the other Director will be voted upon during even years.

Members in good standing, **having served, or are presently serving**, in the 2nd Battalion, 4th Marines and the Armed Forces of the United States, may be considered for the offices of President, Vice President, and the two [2] Director positions.

Members **not having served** in the 2nd Battalion, 4th Marines or the Armed Forces of the United States, but in good standing, shall be eligible for all other offices, with the exception of the Immediate Past President. Only past presidents may fill the position of Immediate Past President, an appointed staff position.

Term of Office. The term of office for all elected officers and directors shall be two years, or until the installation of their successors