**RECOMMEDED REVISIONS AS OF 26 Oct 14**

**AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

**ALAMO CITY CHAPTER**

**CONSTITUTION**

**Article I – Name**

The name of this organization shall be the Alamo City Chapter of the American Society of Military Comptrollers (ASMC), hereinafter called the Chapter. The Chapter shall abide by the provisions of the National Constitution and Bylaws, as well as the Chapter’s Charter, Constitution and Bylaws.

**Article II – Purpose**

Section 1. The purpose of the Chapter is to promote and perpetuate the highest standards of performance in the military comptrollership. Specifically, to:

a. Promote, support, and encourage the education, training, and certification of Chapter members.

b. Promote and support the development and advancement of the profession of military comptrollership.

c. Encourage a free exchange of techniques, approaches, and problem solving information.

d. Provide a forum to keep the members and other interested individuals abreast of current events in military comptrollership, which can be beneficial to them, their employing organizations, and the public.

e. Promote community service.

Section 2. To this purpose, the Chapter will:

a. Conduct or sponsor symposiums, seminars and other educational meetings, which will be open to members and non-members alike. Members will have first priority for events with limited space.

b. Cooperate with other educational and professional organizations in matters of mutual interest.

c. Give formal recognition to individuals who have made outstanding contributions to the advancement of military comptrollership.

d. Undertake any other activity that the National Council or Chapter deems appropriate.

e. Foster a spirit of good will and fellowship among Chapter members and perpetuate the friendships and traditions growing out of their service together in and with the armed forces of the United States of America.

f. Ensure that no part of the net earnings of the Society shall benefit nor be distributed to its members, trustees, officers or other private persons. However, the Society shall be authorized and empowered to pay reasonable compensation for services rendered and makes payments and distributions in furtherance of the purposes set forth in Section 1 of this Article.

g. Provide information about the chapter, organizations represented and its members by producing a chapter newsletter and contributing to the National ASMC publication.

**ARTICLE III – General Provisions**

Section 1. No individual member has the authority to commit or obligate Chapter funds. The President, with a majority vote of the Executive Committee, is authorized to commit or expend funds. The Treasurer will manage the account.

Section 2. Neither the Department of Defense nor its various agencies shall be obligated, financially or otherwise, by any action of the organization, and the organization will not represent itself as an instrument of the United States Government.

Section 3. The organization's programs and activities will not prejudice or discredit the military services or other agencies of the US Government.

Section 4. Basic Policies. The following are basic policies of the Chapter:

a. The "articles of organization" for the Chapter include its Charter, this Constitution and its Bylaws, IRS tax exempt determination, as from time to time amended. In the event of any conflict between this Constitution and the Bylaws, the Charter shall govern.  
  
 b. The Chapter shall be noncommercial, nonprofit, nonsectarian, and nonpartisan.  
  
 c. The name of the Chapter or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the Chapter.  
  
 d. The Chapter shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.  
  
**Article IV – Membership**

Section 1. Membership in the Chapter is voluntary and is open to all persons who are associated with, or demonstrate an active interest in, comptrollership duties as defined by the National Council.

Section 2. There shall be five classes of membership:

**a. Active** members shall be persons, who are or have been employed as professionals in the military comptrollership field and have paid the appropriate dues and fees to remain in good standing.

**b. Life** members shall be those active members who have been in good standing for twenty consecutive years or who are past National Presidents and have paid the appropriate dues and fees (if required).

**c. Associate** members shall be persons who, though not qualified for active or life membership, demonstrate an interest in the military comptrollership field and have paid the appropriate dues and fees to remain in good standing.

**d. Honorary** memberships may be conferred upon persons making significant contribution to military comptrollership who are not eligible for, or would not otherwise be expected to join, one of the other classes of membership.

**e. Corporate** members shall be corporations (and their designated employees) that demonstrate an interest in the military comptrollership field and have paid the appropriate dues and fees to remain in good standing.

Section 3. Application for Active, Life, Associate, and Corporate memberships shall be tendered to the National Headquarters of the Society on application forms designated for that purpose (on-line or hardcopy). Honorary members shall be nominated by the Chapter President and approved by the National President. Honorary members have the right to speak at meetings but not to make motions, vote, or hold any office in the society.

Section 4. When appropriate, Chapter membership may be terminated for nonpayment of dues and/or non-compliance with National or Chapter Membership rules.

**Article V - Dues**

Section 1. The National Council will prescribe membership dues and fees.

Section 2. Membership shall be valid for one to three full year(s), based on the number of years for which dues were paid page, from the individual’s anniversary month (either October for members who joined prior to October 1996 or the month in which National Headquarters received the members’ initial dues for all other members).

**Article VI – Fiscal Responsibility**

Section 1. The Chapter year for terms of office, fiscal matters, and operations shall be 1 July through 30 June.

Section 2. The Chapter year for the National Chapter Competition Program shall be 1 April through 31 March.

**Article VII – Officers and Duties**

Section 1. All Chapter officers (elected/appointed, voting/non-voting) will perform the duties and responsibilities as outlined in the Chapter Constitution and Bylaws, and shall serve the Chapter without compensation. All Chapter officers shall:

a. Be familiar with and execute their duties in accordance with the Chapter Constitution and Bylaws.  
  
 b. Serve as ambassadors of the Chapter, promoting Chapter activities among Chapter members, senior leaders, and other financial management and audit personnel within their organizations.  
  
 c. Review the Chapter website within 30 days of their installation and at least quarterly thereafter. Submit all corrections/updates to the Webmaster as needed.

d. Prepare and submit articles pertaining to any upcoming or recently completed Chapter activities within their area(s) of responsibility to the Newsletter Editor, Publicity Chair, Webmaster, and Historian.   
  
 e. Submit anticipated funding requirements for the following Chapter year to the Outgoing Budget Officer not later than 1 May each year.  
   
 f. Submit requests for disbursements using the approved Chapter form within 30 workdays or with approved exception by the Chapter President of either the requested payment date or date of purchases to be reimbursed.  
  
 g. Comply with all requirements that pertain to all Chapter officers.  
  
 h. The last month of each Chapter operational year (June) shall be a transitional period, during which all outgoing officers provide their replacements guidance on the requirements of the respective position, as well as all necessary records, books, papers, and other pertinent materials.   
   
 i. If Chapter Board Member resigns their positions for any reason during their term of office, they shall perform their transitional duties within 30 days of their resignation from office. If a replacement is not immediately identified, the materials will be provided to the Chapter Secretary who will provide it to the incoming officer once one is elected/appointed, as appropriate.

Section 2. The following Chapter officers will be elected annually, as specified in the Constitution, and will serve as voting members on the Executive Board without compensation. They shall attend monthly Executive Board meetings (in person or via dial-in) or provide the name of their proxy to the Secretary in advance of the meeting.

a. The **President** shall be the Chief Executive of the Chapter and shall preside at meeting of the general membership and the Executive Board. Specifically, the President shall:

(1) Exercise general supervisory control over all officers of the Chapter.

(2) Appoint all special officers and chairpersons of standing and special committees.

(3) Serve as an ex-officio of all committees.

(4) Execute such papers as may require his/her signature.

(5) Enforce the constitution, bylaws, policies, and directives of the Chapter.

(6) Download and provide membership listings from National at least quarterly and prior to the registration period for the Chapter’s Professional Development Symposium (PDS) to the Membership Chair.

**b. The President-Elect** shall serve for one year as a member of the Executive Board and shall automatically accede to the office of President for a term of one year. President–Elect assumes the duties in the absence of the President.

**c. Vice Presidents (VPs)** from each military installation or major organization in the San Antonio and satellite areas are designated by the Executive Board and recorded in the Chapter Bylaws. VPs for the host unit on each installation will support minor tenant organizations located on their installations. In addition, one VP will be elected by and represent Retiree and At-Large members not located in the San Antonio area. The VPs shall:

(1) Represent the Chapter members in their supported organization(s) and act as advisors to the President and be representatives of their installation or organization. VPs are responsible to:

(a) Maintain up to date list of members within their organization.  
  
 (b) Encourage members in their supported organization(s) to formulate and submit research papers, manuscripts, and speeches and provide a copy to the Chapter Competition Chair and Newsletter Editor.

(c) Serve as host VP for luncheons when designated in the Chapter Activity Plan.

(d) Accept reservations and payments for monthly luncheons and other training events. Submit them to the host VP or appropriate point of contact (POC). A negative response should be submitted to the host VP/POC if no one has signed up by the deadline.

(2) Distribute information about Chapter activities to all financial/audit personnel in the supported organization(s). Post fliers in work areas as permitted.

(3) Actively solicit volunteers to host, participate in, or collect donations for community service events, and make arrangements to deliver donations collected and to report volunteer information (number of participants, quantity of items, items for “in kind” donations and hours worked) to the designated host/sponsor of community service events, when applicable.

(4) Submit Organization Spotlights, “About Faces” items, and other information for the Alamo Gram, as requested by the editor or other Executive Board members.

d. The **Secretary** shall:

(1) Solicit input for Executive Board meeting agendas from all elected, appointed, and ex-officio officers of the Chapter at least 5 workdays before Executive Board meeting dates.

(2) Notify all elected, appointed, and ex-officio officers of the dates, times, and call-in numbers (when applicable) of Executive Board meetings and provide agendas outlining the items to be discussed at the meetings at least 3 work-days prior to the proposed meetings.

(3) Prepare minutes of the Executive Board meetings and distribute them to all Chapter officers within 5 workdays after each meeting.

(4) Maintain the Executive Board roster (including a list of current ex‑officio officers), minutes, correspondence, and other documents and papers of the chapter for the term served.

(5) Provide an updated Executive Board roster to all Board members as attachments to the Executive Board minutes whenever changes have been reported to and/or approved by the Board.

(6) Upon completion of the term, submit all of the above mentioned items to the Chapter Historian and provide a copy to the incoming Secretary to facilitate the continuity of Chapter operations.

(7) Perform duties required by the President, other Chapter officers, and members to keep them informed of Chapter affairs.

e. The **Secretary-Elect** shall serve for one year as a member of the Executive Board as a special assistant to the President-Elect and then shall automatically accede to the office of the Secretary for a term of one year. Shall also serve as the Secretary in his/her absence.

f. The **Treasurer** shall:

(1) Have fiduciary responsibilities for the chapter funds entrusted to their care. The collecting, disbursing, and accounting for funds will be in accordance with generally accepted accounting principles.

(2) Receive, deposit, and maintain all monies of the Chapter in local financial institutions consistent with generally accepted accounting principles, and pay the Chapter’s debts as approved and within the amended budget.

(3) Process disbursements within 5 workdays of each properly approved request.

(4) Provide written guidance on collections, deposits, and disbursement requests (payments or reimbursements) to all voting and appointed Executive Board members and to any other personnel who volunteer to host luncheons, training events, community service functions, and any other activities involving Chapter funds.

(5) Maintain the Chapter’s book of accounts and make appropriate reports on the Chapter’s financial conditions and operations to the Executive Board at least quarterly.

(6) Coordinate with the chapter auditor for monthly bank reconciliations, as well as quarterly and end-of-year audits of the chapter’s accounts.

(7) Prepare and submit chapter tax returns (and extension requests, if needed).

g. The **Alternate Treasurer** shall perform the duties of the Treasurer during his/her absence.

h. The **General Counsel** shall:

(1) Advise the Executive Board in legal matters pertaining to the Chapter, and request guidance on legal issues from the National General Counsel, if needed.

(2) Maintain the current Constitution and Bylaws, and ensure Chapter business is conducted in conformance with them.

(3) Review the Constitution and Bylaws at least annually, and submit proposed changes to the Executive Board for approval. A committee may be appointed to assist with this review, if deemed necessary.

(4) Ensure Executive Board meetings follow the provisions established by Roberts Rules of Order, newly revised, in all cases applicable and consistent with the National or Chapter’s Constitution and Bylaws or any special rules of order the Chapter may adopt.

Section 3. The standing **ex-officio board members** shall be the comptrollers, assistant comptrollers, or senior audit leadership (or their designees) if not already serving as President, President-Elect, or Vice President of the Chapter. They shall be responsible for developing and recommending long-range goals and serve as advisory non-voting members of the Executive Board, as needed.

Section 4 . **Appointed positions.** The positions listed below are appointed by and serve at the discretion of the President from among the Chapter’s current membership roster. The outgoing President and President-Elect should review current appointees to determine if officers should be invited to continue in their capacity or should be utilized in other positions within the Chapter. Appointment of new officers or continuation of existing officers will be made by the incoming President in writing along with a copy of the constitution detailing their duties and responsibilities. Officers will acknowledge they accept the appointment, are current Chapter members, and are willing to perform those duties outlined in the Chapter Bylaws for the term of office.

a. The following appointed officials are **voting members** as specified in the Constitution, and will serve on the Executive Board, without compensation. They shall attend monthly Executive Board meetings (in person or via dial-in) or provide the name of their proxy to the Secretary in advance of the meeting.

1. Auditor
2. Awards Chair
3. Chapter Competition Program (CCP) Coordinator
4. Community Service Program (CSP) Coordinator
5. Membership Program Chair
6. Scholarship Programs Chair
7. Professional Development Symposium (PDS) Chair
8. Programs – Luncheons Coordinator
9. Programs – Training Coordinator

(10) Professional Certification Program Chair

(11) Corporate Sponsor Liaison

(12) Professional Development Symposium (PDS) Chair

b. The following officials are **non-voting members** as specified in the Constitution, and serve as advisory members, as needed, on the Executive Board.

(1) Budget Officer   
   
 (2) Elections Coordinator   
  
 (3) Executive Officer   
   
 (4) Historian   
  
 (5) Photographer

(6) Publicity Officer

(7) Newsletter Editor

(8) Webmaster

~~The~~ **~~National Professional Development Institute (PDI) Liaison.~~**

**Article VIII – Executive Board**

Section 1. The membership of the Executive Board shall consist of the President, President-Elect, Vice Presidents, Secretary, Secretary-Elect, Treasurer, Alternate Treasurer, General Counsel, and voting appointed officers as specified in this Constitution. The Ex-officio members and non-voting appointed officers are advisory members of the Board, who may attend and speak at the Board meetings; however, they may not make, second, or cast a vote on any motions at such meetings.

Section 2. The Executive Board shall meet on the 2nd Wednesday of each month or as required at the call of the President.

Section 3. For the purpose of transacting business, forty percent (40%) of the voting members of the Executive Board elected and voting members shall constitute a quorum. The Ex-officio members and non-voting appointed officers are excluded from the quorum. Proxies shall be counted as members present. Unfilled positions shall not be counted for purposes of establishing a quorum. Members who hold more than one position may only have one vote.

Section 4. The Executive Board shall be responsible for the administration of the Chapter and shall take all necessary actions to assure the growth and success of the Chapter within the provisions of this Constitution and the policies established by the National Society. Specifically, the voting members of the Executive Board shall:

a. Approve the following documents by majority vote: Chapter Activities Plan, annual budget, Treasurer’s reports, professional development programs plan (compiled from the luncheon, training, and community service plans), audit reports, meeting minutes, and amendments or revisions to these documents, as required.

b. Designate VP organizations to be recorded in the Chapter Bylaws.

c. Approve validated un-programmed expenditures ($500 or above) that are recommended by the Financial Committee.

d. Approve individuals nominated for an Honorary Membership for submission to the National Executive Committee.

Section 5. All Chapter business not specifically reserved for the full membership shall be administrated by the Executive Board. However, any action taken by the Executive Board is subject to general membership veto by a two-thirds vote of Chapter members present and voting at a regularly scheduled Chapter meeting.

**Article IX – Committees**

Section 1. The standing committees of the Chapter shall be Awards, Certification, Financial Committee, Membership, Professional Development, PDS, and other committees as approved by the Executive Board.

Section 2. Standing Committee duties are as follows:

a. The **Awards Committee** is divided into the following categories and may be equally represented in the Executive Board.

b. **Chapter Competition Program (CCP).** The CCP Coordinator shall be responsible for execution of the CCP, selection of committee members, as needed and ensuring/ensure that the Chapter fully participates in National Chapter Competitions and shall keep the Executive Board and membership informed on CCP progress.

c. **Chapter Awards Program.** The Chapter Awards Chair shall be responsible for the Chapter Awards Program, including the selection of committee members, providing guidance and compiling their input to determine the making selections for awards present by the Chapter. The Chair shall work with the Membership Chair to develop membership awards that will enhance Chapter membership.

d. **Scholarship Program.** The Scholarship Program will be administered as outlined in the Bylaws. The Scholarship Program Coordinator shall be responsible for disseminating pertinent information to all those eligible to participate no later than sixty days prior to the deadline.

e. **CDFM Incentive Awards.** The CDFM Incentive Awards will be presented during a Chapter Luncheon (normally in July) to Chapter Members who receive their CDFM designation during the Chapter’s operational year (1 July – 30 June). The Certification Coordinator shall be responsible for disseminating pertinent information to the membership and verifying member eligibility for the Awards.

f. The **Financial Committee** shall be chaired by the Budget Officer and comprised of Treasurer, Auditor, PDS Financial Chair, and other members as needed. The FWG shall develop policy with respect to the overall financial affairs of the Chapter. It shall, recommend ways and means of increasing revenue and limiting expenses for a balanced budget, and report to the Executive Board as directed by the President. Specifically, this Committee shall:

(1) Solicit and validate budget submissions provided by Chapter Officials, prepare an annualized budget and submit it to the Executive Board for review/approval, and validate out of cycle budget requests ($500 or above) for Executive Board approval.  
  
 (2) Report to the Executive Board on the execution of the Chapter’s budget at least quarterly.  
  
 (3) Recommend to the Executive Board investment options for excess cash and monitor the effectiveness of the investment options approved by the Executive Board.  
  
 (4) Initiate supplemental audits as required, for financial decisions, throughout the year.

g. The **Membership Committee** shall:

(1) Consist of the Membership Chair and at least two other members (preferably assigned to different installations than the Chair).   
  
 (2) Establish clearly defined membership goals and communicate these to entire membership.  
  
 (3) Develop an annual Membership Campaign Plan during the transitional month of officers and present it to the Executive Board for approval and communicate it to the general membership and other target audiences.

(4) Be responsible for monitoring acceptance of members, determining membership class and suggesting ways and means of maintaining and increasing membership. The Committee shall receive recommendations on its own initiative, reporting thereon to the Executive Board.   
  
 (5) Provide the Newsletter Editor at least one article on membership and the names of new members at least quarterly not later than the third week of each quarter.

h. The **Professional Development and Certification Committee** shall be chaired by the Programs – Training Coordinator and be comprised of the Programs – Luncheon Coordinator, the PDS Chair, the Professional Certification Chair, and any other personnel designated by the Chapter President. This Committee shall:

(1) Promote the inclusion of CDFM, CDFM-A, DoD FM Certification and other requirements in the development of Chapter sponsored training events to assist Chapter members in achieving these certifications within a minimum amount of time.  
  
 (2) Establish clearly defined Certification goals for the Chapter membership.  
  
 (3) Budget for 20 CDFM incentive awards.  
  
 (4) Coordinate all Chapter sponsored training events.   
  
 (5) Develop a Chapter Activity Plan to identify all proposed training events and the designated hosts for each event. Specifically, the outgoing Committee members shall prepare a draft and submit it to the Executive Board for review during the joint transitional meeting in June.   
  
 (6) Using the feedback from this meeting, they will then assist the incoming Committee members in finalizing the Chapter Activity Plan to be submitted to the Executive Board for approval during the July meeting.   
  
 (7) The Chapter Activity Plan will then be incorporated into the Chapter Activities Plan for submission to National within 30 days of the date the new officers are installed (June luncheon) in order to qualify for the Five Star Chapter Award.

i. The **PDS Committee** shall:

(1) Be comprised of the PDS Chair and applicable sub-committee chairs to oversee each of the various aspects of the PDS, including, but limited the Administration, Awards, Exhibits/Sponsorships, Financial, Logistics, Programs, and Registration.

(2) PDS Committee members will review and execute responsibilities for the PDS as outlined in the Chapter PDS Handbook.

1. ~~The~~ **~~Publication/Presentation Competition Committee~~**~~.~~

**Article X – Meetings**

Section 1. General Meetings. Meetings of the membership of this Chapter shall normally be held monthly, or as required at the call of the President.  
  
Section 2. Special Meetings. Meetings of the membership of this Chapter shall be held at the call of the President for the purpose of participation in the study and furtherance of specialized fields of Comptrollership.

Section 3. Executive Board Meetings. Meetings shall be held monthly, normally the second Wednesday or as required at the call of the President.

Section 4. Electronic Meetings. When the chapter has business of an urgent nature, it may be sent out to the Executive Board electronically for a vote, with the results reported to the Executive Board at its next meeting and documented in the minutes of that meeting.

**Article XI – Elections**

Section 1. The election process shall begin no later than the end of January of each year. The Elections Chair will begin the process by requesting the installation Vice Presidents to nominate candidate(s) from their organizations for the Vice President’s position and one candidate for all others. A biography will accompany each nomination, describing the nominee’s pertinent professional and ASMC experience. Only active members in good standing shall be eligible to serve as officers.

Section 2. The Elections Chair and the President shall appoint at least two committee members to serve on the Election Committee. No more than one member from each installation or organization shall serve on the Committee. After nominations are received, the election Committee will work under the guidance of the President-Elect in verifying that nominees are Chapter members in guidance and formulating the ballot. The Committee shall be responsible for preparing, disseminating and tallying ballots for voting. Using the installation nominees obtained from Section 1 above, the Election Committee shall select up to three candidates each to run for the office of President-Elect, Secretary-Elect, Treasurer, Alternate Treasurer, and General Counsel. The ballot will show the candidates for President-Elect, Secretary-Elect, Treasurer, Alternate Treasurer, and General Counsel and Vice-President (identified separately on ballots for each installation/organization represented). The Committee chairperson shall report the results of the election to the Executive Board by its May Meeting and to the Chapter membership not later than 31 May.

Section 3. Officers shall be elected in April. To ensure control over the election process, ballots will be distributed to each installation/organization VP for dissemination to the members. A brief synopsis of each candidate‘s qualifications will be provided. Ballots will be returned to the respective VP who will tally the results and provide it to the Committee chairperson.

Section 4. In the event of the death, resignation, or incapacity of the President, the President-Elect shall assume the office. At the end of the assumed term, the President will continue in the office for the completion of his/her elected one-year term. If the President-Elect is unable to succeed directly to the office of the President, the Chapter will conduct elections for both President and President-Elect. In the event of the President-Elect’s death, resignation, succession, or incapacity, a special election to fill the vacancy will be held. A specially elected President-Elect will serve for the remainder of that term and assume the Presidency during the ensuing one-year term.

Section 5. Vacancies in offices other than the President and President-Elect shall be filled for the unexpired terms by the Executive Board.

**Article XII – Parliamentary Authority**

The rules of parliamentary practice comprised in **Robert’s Rules of Order**, newly revised, shall govern all proceedings of the Chapter, in all cases in which they are applicable and in which they are not inconsistent with the National or Chapter’s Bylaws and any special rules of order the Chapter may adopt. A current copy of the Bylaws is on file with the Chapter Secretary and maintained by the General Counsel.

**Article XI – Ratification and Amendments**

Section 1. Fifty percent (50%) of the voting members of the filled voting Executive Board positions (including proxies) provided the Constitution or amendment(s) have been submitted in writing at the previous regular Executive Board meeting.

Section 2. The Bylaws may be revised by a fifty percent (50%) vote of the voting Executive Board positions that are currently filled (including proxies) with prior notice in Executive Board meeting agenda.

Section 3. A copy of any revisions or amendments to the Chapter Constitution and Bylaws shall be submitted to the National Headquarters.

**Article XIII – Dissolution of the Chapter**

A two-thirds vote of the Executive Board is required to propose any dissolution of the Chapter; dissolution action shall be presented to the general membership and shall require concurrence by two-thirds of the general membership present and voting. Net assets of the Chapter shall then be disposed of under the direction of the Executive Board, by donation to the National ASMC Executive Board, charitable organizations, or as otherwise determined. Any net liabilities of the chapter are jointly and equally the personal liabilities of all active Chapter members.

**Article XIV – Adoption**

The above Constitution was approved by a fifty per cent vote of the Executive Board, Alamo City Chapter, American Society of Military Comptrollers, on XX Xxxxxx 2014.

COL DERRICK FLOWERS PATRICK REYNOLDS   
Chapter President General Counsel