

## BYLAWS

### of the American Society of Military Comptrollers (ASMC)

## BUCKEYE CHAPTER

(As of: May 1, 2009)

### ARTICLE I – SEAL & INSIGNIA

**Section 1. Mandatory.** The seal for the Buckeye Chapter is the **symbol of the State of Ohio** emboldened with a scarlet border highlighted with dark gray accents. **Buckeye Chapter** (with the latter indented directly beneath the former) is inscribed in black lettering beneath the northern border of the state symbol. **ASMC**, inscribed in dark green lettering, is arrayed in a vertical row just to the left of and outside the western border of the state. A dark brown **buckeye** nut and dark green leaves are overlaid on the state symbol in the approximate location of the Defense Finance and Accounting Columbus Center (DFAS-CO), the Chapter's host, at Columbus (Whitehall) Ohio.

**Section 2. Optional. Five gold stars** may be arrayed in a vertical row just to the left of and outside the western border of the state symbol. They may either replace or interleave with **ASMC**. Alternatively, they may be arrayed in a (vertical row or) pentagon-like arrangement just to the right of and outside the eastern border of the state symbol. These stars signify the Chapter's commitment to earn - and receive ASMC's Five-Star designation while active as an ASMC chapter.

**Section 3.** The Chapter's seal is authorized for use on (or with) all forms of Chapter correspondence or communication – to include, but not limited to, letterhead stationery, award or recognition certificates, newsletters, web site home and community pages, publicity or recruiting materials, and fundraising or give-away merchandise. The Chapter's Executive Committee may approve other uses consistent with both ASMC's – and this Chapter's – constitution and bylaws.

### ARTICLE II – COLORS

The Chapter will employ the colors **scarlet and gray** for communication, display and promotional purposes.

### ARTICLE III – BUSINESS YEAR & TERM OF OFFICE

**Section 1.** The Chapter's business year – and Executive Committee members' regular term of office – will be from 1 July of the current calendar year to 30 June of the following calendar year.

Chairpersons of other committees serve the same term of office. They may be reappointed by the Executive Committee for one or more terms to the same chairperson role. See Article XII.

**Section 2.** The short period between receiving the oath of office and beginning to serve the term of office will be considered a transition period. During this period, the outgoing officers (and chairpersons) are expected to orient the incoming officers (and chairpersons) to their duties – as well as continue to fully discharge their currently-assigned duties.

### ARTICLE IV – MEMBERSHIP MEETINGS, MOTIONS, VOTING & QUORUMS

**Section 1.** All meetings of or in connection with the business of the Chapter will be conducted under the guidance of Robert's Rules of Order.

**Section 2.** Active and Life members have the right to speak at the Chapter's general membership meetings, to make motions while in attendance, and to vote at that time (or at a time and method designated by the Chapter's Executive Committee) on motions originated thereat.

**Section 3.** Honorary, Associate and Corporate members have the right to speak at meetings, but not to make motions or to vote on any motions.

**Section 4.** Ten percent (10%) (e.g., 350 x 10% = 35) of the Active and Life members on the Chapter's current membership listing/roster shall constitute a quorum for the transaction of business in any general membership meeting of the Chapter.

This section does not apply to meetings of the Chapter's Executive Committee. See Article XII.

**Section 5.** The Chapter's general membership must vote on: (1) all Chapter-initiated membership dues proposals; (2) on all expenditures of Chapter funds not otherwise authorized in the Chapter's annual budget or elsewhere established under the articles within these bylaws; (3) revisions to the Chapter's constitution or bylaws; (4) additions to – or removals from – permanent Chapter officer positions; and (5) other issues the Chapter's Executive Committee deems appropriate

#### **ARTICLE V – DUES & FEES**

**Section 1.** Active, Life, Associate and Corporate members will pay membership dues as established by ASMC's National Council and the Chapter. The Chapter may establish and collect annual dues by vote of the membership. Dues are assessed on the member's anniversary date and are payable in advance. The payment of dues is the principal determining factor as to whether a member is "in good standing" as a member.

**Section 2.** The Chapter's Executive Committee may establish event fees and/or fundraising donation amounts (to zero-out operating expenses or provide for endowment of scholarships and continuing education grants) without vote of the general membership. See Article XIV.

**Section 3.** All retained funds of the Chapter will be deposited into commercial bank, credit union, or federally insured savings and loan association accounts established in the name of the Chapter.

**Section 4.** All actions under this article must comply with Article IV, Section 5, of the Chapter's constitution.

#### **ARTICLE VI – CHAPTER RECORDS & AUDITS**

**Section 1.** The following Chapter records must be kept on a permanent basis.

- ASMC's constitution and bylaws
- ASMC's policy declarations
- Chapter constitution and bylaws.
- Chapter's tax exempt designation number (which resides with the Chapter Treasurer).

**Section 2.** The Chapter's books of account (i.e., financial records), checkbooks, minutes of meetings, membership rosters, newsletters and competition packages will be retained as a historical record of the Chapter for an indefinite period or until the Chapter's Executive Committee votes to dispose of them. Financial records must be maintained for a minimum of seven (7) years from closeout of the year of origination. Chapter records over seven (7) years old may be destroyed.

**Section 3.** An auditor or audit committee appointed by the Chapter's Executive Committee (less the Treasurer) will audit the financial records at the end of each fiscal year or within 90 days of the election of new Chapter officers.

**Section 4.** Upon Chapter inactivation or dissolution the records will be sent to the ASMC National Executive Committee for disposition as required by ASMC's bylaws.

#### **ARTICLE VII – MEMBER RECORDS**

Chapter members are required to provide – and keep current – the following to the Chapter's Membership Committee:

- Home address (to ASMC Headquarters as well)
- Email address (if the member has one). Members without a current email address on file may not receive notices of Chapter activities, programs, elections or votes.

These are required to allow the Chapter (and ASMC) to effectively communicate with each Chapter member.

## **ARTICLE VIII – MEMBERSHIP APPLICATIONS & TRANSFERS**

**Section 1.** For persons seeking membership or reinstatement as a member, an ASMC membership application, together with necessary dues and/or fees, will be forwarded through the Chapter's Membership Committee to ASMC Headquarters.

ASMC's Executive Director will issue an appropriate certificate of membership.

**Section 2.** Applications for Associate, Life and Honorary membership will be in accordance with ASMC's constitution.

**Section 3.** The Chapter will accept transfer of, and extend guest privileges to, all members in good standing from any other Chapter or from ASMC Headquarters. Transfers will be accepted in the status held by the member on the date of application.

There will be no transfer charges, and no transfer of funds, between Chapters.

## **ARTICLE IX – ELECTION OF OFFICERS**

**Section 1.** Only those Active and Life members of the Chapter – in good standing (i.e., annual dues are paid) – who have signified their intent to serve as a Chapter Officer, if elected, shall be nominated for or elected to such office. Officers (excepting the President and President-elect) may choose to be considered for a one-time reelection to (i.e., serve consecutive terms in) the same office. This means the Chapter Vice-Presidents, Secretary and Treasurer may not serve more than two consecutive terms in the same office.

**Section 2.** A Nominating Committee appointed by the Chapter President will develop a slate of up to three willing nominees to run for each of the Chapter's offices. The committee will consider nominees for each office to be obtained from nomination requests or forms distributed – either hardcopy or electronic (*preferred*

*method*) – to all Active and Life members of the Chapter. This slate of proposed candidates shall be presented to the Chapter's Executive Committee prior to the date of election.

The Executive Committee may: (1) accept the slate; (2) modify it, by deleting and adding names; or, (3) reject the slate and replace it with a slate of its own. Names proposed as replacements must have agreed to the criteria of Section 1. The final slate shall have no more than three names proposed for each office.

**Section 3.** The annual election of officers will be conducted during the April-May time frame. The newly elected officers will take the oath of office at the June meeting of the general membership and enter office on July 1.

## **ARTICLE X – VOTING**

**Section 1.** Chapter officers will be elected by a simple majority vote of a quorum of the Chapter membership in attendance at a regularly scheduled meeting or a simple majority vote of those active Chapter members casting their votes – either hardcopy or electronic (*preferred method*) – during the annual (or a special ballot) called by the Chapter's Executive Committee. No proxy votes are permitted.

**Section 2.** Two to three Past Chapter Presidents –an Elections committee – shall receive and tally the results of the voting. They will provide the final result to the Chapter's current Executive Committee to allow for official notification – by the Chapter President – to the candidates, prior to official release to the membership. Results will not be released until after ticket sales for the annual June installation meeting.

**Section 3.** Ties: In the event of a tie in the tally for candidates for the same office, a run-off election will be held using the provisions of Sections 1 & 2. If a second tie occurs, the candidate's names will be placed before the current Executive Committee for discussion and a *secret ballot* taken to break the tie. No Executive Committee member running for office with a tie vote may be present for the discussion or vote on that office.

**Section 4.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee. A past Chapter President will administer the oath of office. (Exception: Chapter President's office. See Article XI – President-Elect.)

**Section 5.** Any Chapter officer may be removed from office for proper cause by a two-thirds vote of the members of the Chapter's Executive Committee. This vote must be confirmed by a three-fourths vote of a quorum of the general membership of the Chapter attending a regular or special meeting. No proxy votes are permitted.

## **ARTICLE XI – OFFICER DUTIES**

**Section 1. Chapter President.** This person is the presiding officer, who will enforce all articles of the Chapter's constitution and bylaws, contracts, etc.; execute such papers as will require signature; exercise general supervisory control over the affairs of the Chapter; maintain contact with ASMC's Executive Director; determine the division of responsibilities for committees and appoint their chairpersons; serve as ex-officio member of all committees or other governing bodies – and examine their minutes, books and records.

**Section 2. President-Elect.** This person will oversee the committees assigned by the Chapter President and sign such Chapter documents as may be required.

In the temporary absence of – or vacancy in the office of – the Chapter President, this person will perform the duties of the President.

The President-Elect will automatically ascend to the Chapter Presidency in the Chapter's succeeding business year, unless unable or unwilling to do so.

**Section 3. Vice-Presidents.** These persons will oversee the committees assigned to them by the Chapter President and sign such Chapter documents as may be required.

**Section 4. Secretary.** This person will oversee the committees assigned by the Chapter President and sign such Chapter documents as may be required.

This person will record the proceedings of the Chapter's general Membership, Executive Committee and Planning Board meetings; be custodian of the charter, seal, documents and papers of the Chapter; maintain contact with ASMC Headquarters; answer correspondence; provide assistance; and, perform other duties as may be directed by the Chapter President.

**Section 5. Treasurer.** This person will oversee the committees assigned by the Chapter President and sign such Chapter documents as may be required. Incumbent remains in this office until the Chapter's books of account are audited/closed and applicable tax returns are filed (approximately 3-4 months after the end of the business year).

This person will receive and deposit all monies of the Chapter; pay its just bills; maintain its tax exempt number; maintain its books of account; and, make appropriate reports on the financial condition of the Chapter to the Chapter President and the Chapter membership as directed.

**Section 6.** The Chapter officers will serve without compensation.

**Section 7.** A listing of current Chapter officers, their phone numbers and addresses, and the Chapter's official business address shall be provided to ASMC's National Executive Director as required by ASMC's bylaws.

## **ARTICLE XII – COMMITTEES**

**Section 1.** The committees that will be in effect during the Chapter's business year – and oversight of these committees by members of the Chapter's Executive Committee – will be determined annually by the new Chapter President.

**Section 2.** The chairperson of each committee will be appointed by the Chapter President to serve a one-year term of office **(which may be renewed one or more times at the discretion of the Executive Committee)**. Rotation of committee chairpersons **(after two terms of office in the same chairperson role)** is strongly encouraged.

**Section 3.** Each Chapter committee should consider being made up of at least three members so backup is available. (Exception: The Executive Committee is comprised of all Chapter officers.)

**Section 4.** Typical committees and their functions are:

- Executive. This committee is composed of the Chapter officers. It conducts and is responsible for Chapter business matters. It also develops and supervises the overall Chapter program.

In conducting its duties, a quorum of the officers is required for motions to be proposed, seconded and voted upon. Electronic (email) voting may be used.

- Awards & Competition. This committee is responsible for promoting activities that lead to the greatest number of award points in ASMC's annual Chapter competition, including submitting information by established due dates to ASMC Headquarters.
- Buckeye Family. This committee is responsible for recognizing special or unexpected happenings – e.g., death or extended illness of a Chapter member, retirement of a Chapter member, or death in a Chapter member's family. Other happenings – on a case-by-case basis – may qualify.
- CDFM Certification. This committee is responsible for encouraging members to obtain this professional credential and to assist them in doing so by providing application assistance, and study group and testing opportunities. (CDFM = Certified Defense Financial Manager)

- Community Service. This committee is responsible for identifying and sponsoring activities that promote the talents and skills of the active Chapter members as service to the local community, either as part of a fundraising effort or as in-kind aid.
- History. This committee is responsible for maintaining the Chapter records specified in Article VI of these bylaws and such other records as the Chapter's Executive Committee deems appropriate.
- Meetings (& Speakers). This committee is responsible for making arrangements for general membership meetings, including ticket sales, catering, facilities, and the scheduling of guest speakers.
- Membership. This committee is responsible for securing new members, following up on old members, promoting attendance at meetings and securing corporate memberships. It also maintains the Chapter's *official membership roster* (which supports the Chapter's email distribution list maintained by the Publicity Committee).
- Newsletter. This committee is responsible for publishing, at a minimum, a quarterly newsletter in either hardcopy or electronic (Internet) format. See Article XV.
- Publicity (& Photography). This committee is responsible for providing and coordinating pertinent information and supporting photographs for public address announcements, broadcast email, local newspaper and other publications' articles or the Chapter's web site. It should be noted that publicity for activities originates with the Chapter committee with the responsibility for that activity. It also maintains the Chapter's email distribution list (which it crosschecks with the Chapter's Membership Committee).

- Scholarships & Education. This committee is responsible for awarding – in response to an annual invitation for applications – scholarships to worthy high school recipients and to deserving family of Chapter members – stipends for high school students to attend business and/or professional experience related camps – and continuing education grants to Chapter members.

It also makes contact with Chapter members to encourage their submission of articles to ASMC publications which, in turn, may result in additional awards and Chapter recognition.

(Note: Grants, scholarships and stipends expire one (1) year from the date they are awarded.)

- Special Events. This committee is responsible for conducting mini-Professional Development Institutes (PDIs) or other symposiums promoting the Chapter program. This includes registration, ticket sales, catering, facilities, and the scheduling of guest speakers.
- Ways & Means. This committee is responsible for sponsoring activities or events that raise funds for the Chapter. It is also known as the Fundraising Committee.

The Chapter may only sell fundraising items to Chapter members – and to non-members through the Chapter's web site or by agreement with the local Morale, Welfare and Recreation (MWR) servicing office.

- Web Site. This committee is responsible for arranging for an Internet host, and setting up and maintaining a web site. See Article XV.

**Section 5. Ad Hoc Committees.** These short-term committees may be established for specific tasks as approved by the Chapter President. Each *ad hoc* committee will have a definite charter or specified guidance, along with a beginning and ending date. These include, but are not limited to:

- Audit. This committee is responsible for having – within 90 days of closeout of the Chapter's business year – the annual audit of the Chapter's financial records and accounts done by an outside source. Additionally, to have an audit conducted within 90 days of a change in the Chapter President or Treasurer. The completed audit is sent to ASMC's National Treasurer as required by ASMC's bylaws.
- Constitution & Bylaws. This committee is responsible for maintaining the currency of the Chapter's constitution and bylaws. Changes can only be made when approved by the Chapter's Executive Committee and the general membership.
- Nominations & Elections. This committee is responsible for administering the Chapter's annual election of new officers. See Article IX.
- PDI. This committee is responsible for determining the criteria for member attendance at ASMC's annual Professional Development Institute (PDI) and for assisting with the attendance process, if needed.

## **ARTICLE XIII – COMMITTEE RECORDS**

**Section 1.** Each Committee must maintain the following:

- Annual budget submission (if a budget is needed)
- Checklists or procedural guidance (SOPs) for carrying out its responsibilities
- Correspondence and documentation – e.g., email, letters, contracts/invoices (if applicable), brochures/pamphlets /posters, minutes, reports – supporting its annual program

**Section 2.** During the Chapter's business year, each Committee chairperson is responsible for providing copies of the above correspondence and documentation to the Awards & Competition Committee in compliance with the submission calendar/schedule posted at the Chapter's web site and through email reminders – but no later than the last day of February.

**Section 3.** Committee chairpersons will present a brief report at Chapter Planning Board or Chapter Executive Committee meetings when requested by the Chapter President.

#### **ARTICLE XIV – EXPENDITURES**

**Section 1.** No individual Chapter member has the authority to commit or obligate Chapter funds, except as provided in the following sections.

**Section 2.** Chapter expenditures are based on an estimated annual budget solicited from the Chapter's committee chairpersons by the Chapter's Treasurer.

**Section 3.** Two signatures are required on all checks expending Chapter funds. They can be a combination of that of the Chapter President, President-Elect, Vice-Presidents, Secretary and/or Treasurer.

To expend Chapter funds, all officers, upon taking office, must sign the servicing financial institution's authorization/signature cards – and withdraw them upon leaving office.

**Section 4.** The following numbers and amounts of annual expenditures have historically been approved by the Chapter membership as part of the Chapter's business history – or established by precedent by the Chapter's prior Executive Committees. See Article V. The Executive Committee may approve lesser or higher numbers (to include none) or amounts based on the annual financial status of the Chapter. Upon entry into the Chapter's annual budget, the numbers and amounts of these expenditures become pre-approved.

- Adopt-a-School Collections – four at \$250 each
- Annual Awards Ceremony – \$750.
- Buckeye Family – \$50 per event
- CFC Kickoff First Check – one at \$250
- Douglas Battle Continuing Education Grants to Chapter Members – five at \$500 each
- Family Member College Scholarship – one at \$750
- Guest Speaker Charitable Donations – \$25 each
- High School Graduating Scholar College Scholarships – one at \$1,000; one at \$750
- Maryann White High School Senior Community Service College Scholarship – one at \$500
- Ohio Business Week Camp Tuition Stipend – one at \$450
- Web Site Hosting – one NTE \$250

**Section 5.** Chapter members may be reimbursed by check for incidental expenses incurred to carry out the duties of the Chapter committees to which they belong. Major expenses may be reimbursed (if):

- The proceeds of committee activities are expected to equal or exceed the level of their expenses (note: a separate account may be set up to support the activity). (Examples of the committee activities include: Annual Rose Sale; Spring Professional Development Opportunity (PDO).) – or
- By approval of the Chapter's Executive Committee (if under \$500) or by approval of the Chapter membership (if \$500 or over).

**Section 6.** The Chapter is fully responsible for its own financial (and legal) affairs and may not seek compensation or protection from the Society's National Office or Officers. Thus, the Chapter and its Executive Committee shall not authorize individual or combined expenditures that would exceed the Chapter's funds.

**Section 7.** ASMC's National Office has purchased liability insurance for its Chapters to preclude members being held personally liable for a Chapter's debts. See Chapter Management at ASMC's web site.

#### **ARTICLE XV – PUBLICATIONS**

**Section 1.** The Chapter's newsletter shall be known as *The Update*.

**Section 2.** The address of the Chapter's web site is: [www.asmc buckeye.org](http://www.asmc buckeye.org).

#### **ARTICLE XVI– GENERAL**

**Section 1.** No local DoD activity or installation will be obligated, financially or otherwise, by any action of the Chapter. Additionally, the Chapter will not represent itself as an instrument of the DoD, its local activities or installations.

**Section 2.** No facilities, equipment or utilities at the local DoD activities or installations will be used by the organization without the approval of the senior Director, Commander, Administrator or Comptroller.

**Section 3.** The Chapter's programs and activities will not prejudice or discredit the local DoD activities or installations, the military services or other agencies of the U.S. Government.

#### **ARTICLE XVII – AMENDMENTS, REVIEWS & DISTRIBUTION**

**Section 1.** These bylaws may be amended. A copy of any amendments will be submitted to ASMC's National Secretary as required by ASMC's bylaws.

Notice of the proposed amendment shall have been given at a general membership meeting and by one or more of the following: the Chapter newsletter; a broadcast email; web site posting. The proposed amendment shall be subject to final approval by the Chapter's Executive Committee.

**Section 2.** The Chapter's Executive Committee may approve and publish procedural documents to clarify or detail the steps necessary to carry out the various Chapter activities and programs.

**Section 3.** The Executive Committee will review the bylaws at least every five years.

**Section 4.** A copy of these bylaws is available to any Chapter member at our website.

#### **ARTICLE XVIII– EFFECTIVE DATE**

These bylaws become effective upon approval by the membership.