

**By-Laws
of the
American Society of Military Comptrollers**

**High Desert Chapter
Edwards AFB, CA**

15 August 2016

ARTICLE I

DUTIES OF OFFICERS

Section 1: President

The President as the presiding officer, will enforce all laws, contracts, etc., and execute such papers that require the President's signature. The President will exercise general supervisory control over all affairs of the Chapter and be an ex-officio member of all committees or other governing bodies and may examine their minutes, books, and records at any time.

Section 2: 1st Vice President (Membership)

The 1st Vice President (Membership) is responsible for recruiting new members and retaining current members, including members of the DoD allied industry family. The 1st Vice President will keep an exact roster of the membership, and submit reports to National Headquarters as necessary. In the temporary absence of the President, the 1st Vice President will perform the duties of the President. The 1st Vice President shall provide assistance and perform such other duties as may be directed by the President.

Section 3: 2nd Vice President (Programs)

The 2nd Vice President (Programs) is responsible for making arrangements for General Membership meeting and publicizing them as necessary. In coordination with the President and Events Coordinator, the 2nd Vice President will be responsible for the programs and agendas of such meetings, and will provide a written summary of the monthly luncheon meetings to the Secretary and Newsletter Chair. The 2nd Vice President shall provide assistance and perform such other duties as may be directed by the President.

Section 4: 3rd Vice President (Fundraising)

The 3rd Vice President (Fundraising) is responsible for organizing fundraising activities to support Chapter activities and planning the Chapter representation at the National Professional Development Institute (PDI) Charity Event. The 3rd Vice President will also plan and execute the annual election process for officers, and ensure that meetings are conducted using proper parliamentary procedures in accordance with Robert's Rules of Order Revised. The 3rd Vice President shall provide assistance and perform such other duties as may be directed by the President.

Section 5: Secretary

The Secretary will record the proceedings of the meetings. The Secretary will act as custodian of the Chapter seal, laws, documents, and papers of the Chapter. The Chapter Secretary will maintain contact with the other chapters and national representatives of the American Society of Military Comptrollers (ASMC), answer correspondence, provide assistance, and perform such other duties as may be directed by the President.

Section 6: Treasurer

The Treasurer will receive and deposit all moneys of the Chapter, pay its just bills, maintain its books of accounts, and make appropriate reports on the financial condition of the Chapter to the President and the members as directed. The Treasurer and either the President or 1st Vice President (or a Board Member selected by vote of the Board), will sign all checks or warrants on the funds of the Chapter. In the event that a check is made payable to the Treasurer in accordance with Article III, Section 7G of the Constitution, then the President and 1st Vice President (or a Board Member selected by vote of the Board) will sign the check.

At the end of each fiscal year, the Treasurer will submit to the ASMC National Treasurer a copy of the Chapter's report of financial condition, including a balance sheet and income and expense statement. Additionally, the Treasurer must provide an annual financial statement to the Force Support Squadron Resource Management Flight Chief at Edwards AFB no later than 20 days following the end of the fiscal year.

Section 7: Events Coordinator

The Events Coordinator is responsible for assisting the 2nd Vice President in making arrangements for General Membership meetings, along with developing the programs and agendas of such meetings. The Events Coordinator shall provide assistance and perform such other duties as may be directed by the President.

ARTICLE II**STANDING BOARD AND COMMITTEES****Section 1: Executive Board**

The Executive Board will be composed of the Chapter officers (Article V, Section 1, High Desert Chapter Constitution). It will conduct and be responsible for all Chapter business matters. The Executive Board also develops and supervises the overall Chapter program.

Section 2: Committees

The following committees will be selected annually (only if qualified and interested individuals are available) by the President to serve during the fiscal year. Each committee chairperson may be called upon to present a brief report at each Executive Board meeting.

Section 2.1: Newsletter Committee

The Newsletter Committee will manage the content, publication, and distribution of the High Desert Chapter ASMC newsletter.

Section 2.2: Webmaster Committee

The Webmaster Committee will ensure that the local Chapter webpage is kept current and is in compliance with any base Information Assurance policies.

Section 2.3: Membership Committee

The Membership Committee will be responsible for securing new members, following-up on old members, and promoting attendance at meetings. Membership can include Active, Associate, and Corporate members.

Section 2.4: Communication and Publicity Committee

The Communication and Publicity Committee is responsible for publicizing activities of the Chapter. The committee will oversee and use various media tools, ensuring consistency in representation of the Chapter, and assure appropriate safeguards are in place in the operation of electronic marketing.

Section 2.5: Professional Development Committee

The Professional Development Committee will organize, coordinate and hold professional development opportunities for the membership and other interested DoD personnel. Professional development includes coordination and management of mini-professional development institutes, on-site classes and co-ordination of distance learning opportunities for professional certification.

Section 2.6: Community Service Committee

The Community Service Committee will coordinate the organization's participation in various activities in support to the local community and other charitable efforts.

Section 2.7: Scholarship Committee

The Scholarship Committee will organize campaign, selection, and notification processes for deserving member and local community student recognition. The Scholarship Committee will coordinate events and publicity through the designated standing committees.

Section 2.8: Fundraising Committee

The Fundraising Committee will develop recommendations for Executive Board approval, organize, and operate fundraising events.

Section 2.9: Awards Committee

The Awards Committee will coordinate publicity, establish and execute procedures for local awards competitions, and assist members and organizations in developing recommendations for DoD and National level awards programs.

Section 2.10: Chapter Competition Committee

The Chapter Competition Committee is responsible for recommending and promoting activities that will lead to the greatest number of award points in the annual Chapter competition. The Chapter Competition Committee members should also be members of the other standing committees to ensure coordination of efforts.

Section 2.11: Ad Hoc Committees

Short range ad hoc committees may be established for specific tasks as approved by the Executive Board. Each ad hoc committee will have a definite charter and beginning and ending dates.

ARTICLE III

DUES OR FEES

Section 1: *Membership Applications and Dues*

Active, Life, Associate, and Corporate Membership: Members of the Chapter will pay fees and dues as provided by the Chapter and National Constitutions and By-Laws. Chapter and National dues are assessed on an annual basis. National dues are payable during existing members' anniversary month. If the member is new, National will establish the anniversary month upon receipt of a membership application and payment of National dues. Chapter dues are established by vote of the Chapter Membership and are also payable during members' anniversary month. To ensure Chapter records are kept current, applicant should prepare one application and two separate checks, made payable to "ASMC High Desert Chapter" for Chapter dues and "ASMC" for National dues. Alternatively, applicants may apply online through the National website, pay their National dues online and their local dues with a check. The applicant should forward application and checks to the Chapter's 1st Vice President or Corporate Membership Coordinator for processing. Honorary members shall not be required to pay any fees or dues.

Section 2: *Filing With National*

Applications, together with necessary dues and fees, will be submitted to the Chapter's 1st Vice President or Corporate Membership Coordinator and forwarded to the ASMC National Headquarters for processing through the National Council. The National Executive Director will issue an appropriate Certificate of Membership. Procedures for Life Membership and Honorary Membership will be in accordance with the National Constitution and this Chapter's Constitution. The Chapter shall file with the National Executive Committee a current schedule of additional dues, fees, surcharges, and any changes thereto that are made from time to time.

Section 3: Transfers of Membership

The Chapter will accept transfer of, and extend guest privileges to, all members in good standing from any other Chapters or from the National Headquarters. Transfers will be accepted in the status as held by the member on the date of application of transfer. There will be no transfer charges, and no transfer of funds between Chapters, in connection with the transfer of individual memberships.

ARTICLE IV**FINANCES, RECORDS, AND TAXES****Section 1: Finances**

All retained funds shall be deposited into accounts established in the name of the Chapter at federally insured banks, savings and loan associations, or credit unions. Expenditures of \$250 or less may be approved by a majority vote of the Executive Board. Expenditures in excess of \$250 require a majority approval of the General Membership either by electronic voting or at a monthly meeting where at least 50% of the voting membership is present.

Section 2: Records

A. The Chapter books of account and checkbooks for the fiscal year prior to the last audit and the succeeding years to the current fiscal year will be retained.

B. The Chapter will obtain a mailbox at the Edwards Federal Post Office for receipt of all Chapter correspondence. The Chapter will pay the mailbox rental.

C. The Following documents of the Chapter must be kept on a permanent basis:

- (1) National Constitution and By-Laws.
- (2) National Policy Declarations.
- (3) Chapter Constitution and By-Laws.

D. The following records of the Chapter must be kept in the official files for a period of at least three years from the date of record:

- (1) Minutes of the meetings of the National Executive Board and the National Council.
- (2) Minutes of the meetings of the Chapter.

E. The Chapter's membership roster will be retained for the fiscal year prior to the last audit and for the succeeding years.

Section 3: Audits

An auditor or audit committee appointed by the Executive Board, excluding the Treasurer, shall audit the financial records as of the end of each fiscal year. The auditor may be a hired external auditor or a member of the Chapter who is a Certified Public Accountant or Certified Internal Auditor. The primary purpose of the audit is to determine that all cash received and paid out has been properly accounted for by the Treasurer. All recorded transactions may be scrutinized by the auditor. A check should be made: (1) to ascertain that all the cash received was recorded in the cash records and deposited in the Chapter's bank account; (2) that cash was disbursed only for authorized expenditures, and (3) that the statements fairly reflect the results of Chapter operations for the Chapter year and the financial condition of the Chapter at the year end.

Section 4: Fiscal Year

The fiscal year of the Chapter shall be from 1 July - 30 June.

Section 5: Taxes

The organization shall file a Form 990, 990-EZ, or 990-N, as appropriate, with the Internal Revenue Service for each fiscal year of the organization (July – June). If the organization has annual gross receipts normally \$50,000 or less, it qualifies for electronic submittal of Form 990-N (also known as the e-Postcard). The e-Postcard is due every year by the 15th day of the 5th month after the close of the organization’s tax year. In the case of the High Desert Chapter, the due date would be November 15th of each year. There is no penalty assessment for late filing of the e-Postcard, but an organization that fails to file the required forms for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization’s tax-exempt status will not take place until the filing due date of the third year. If tax-exempt status is revoked on this basis, the organization must apply (or re-apply) by filing a Form 1023 and paying the appropriate user fee to have its tax-exempt status reinstated. If it can show reasonable cause for not filing, the reinstatement of tax-exempt status may be retroactive.

ARTICLE V

INSURANCE COVERAGE

Section 1: Insurance Requirement

The organization shall buy and maintain adequate insurance coverage for the club activities and special events unless waived by the 412 Force Support Squadron Commander. If insurance is waived for general club activities, any special activities that may increase the risk factor will be coordinated with the 412 Force Support Squadron Director to determine if insurance is needed.

Section 2: National Policy

Chapter insurance coverage is provided by the National Headquarters of the American Society of Military Comptrollers, 415 N. Alfred Street; Alexandria, VA 22314. The Certificate of Liability Insurance may be found on the National website (www.asmonline.org) under “Chapter Management”.

Section 3: Coverage

The following coverage is provided:

- | | |
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| A. Comprehensive General Liability: | \$ 1,000,000 each occurrence
\$ 2,000,000 general aggregate |
| B. Hired and Non-owned Automobile Liability: | \$ 1,000,000 |
| C. Worker’s Compensation and Employer’s Liability: | \$1,000,000 |

ARTICLE VI

AWARDS/GIFTS

Section 1: Awards

Formal recognition may be given to individuals who have made outstanding contributions to advancement of military comptrollership and financial management.

Section 2: Scholarships

Two \$500 scholarships each year may be awarded to graduating high school seniors accepted by colleges and universities under financial and business-related curriculums. One member each year may also be awarded a continuing education grant of \$500 based on established competitive procedures. The dollar amount, criteria, and quantity of the scholarships and grant may be amended by a majority vote of the Voting Membership.

Section 3: Gifts and Donations

Gifts and donations up to \$250 may be made to organizations, individuals, and guest speakers as approved by the Executive Board. Any gifts or donations in excess of \$250 must be approved by the General Membership in accordance with Article IV, Section 1 of these By-Laws. Gifts or donations to Government employees or affiliates may not exceed \$20. Gifts may be accepted by the Chapter for the benefit of organizational activities and scholarship fund raising. No endorsement or otherwise implied endorsement from the Chapter or any of its officers or members shall be offered in return for donations.

Section 4: Guest Speaker Donations

As a general practice, a donation in the amount of \$20 will be made in the name of guest speakers to the charity of their choice. If a charity has not been selected within three months of the guest speaker's appearance, then a \$20 donation will be made to the American Cancer Society. This default charity may be amended by a majority vote of the Voting Membership. If the guest speaker is not a Government employee or affiliate, then the amount may be increased within the limits established by Article VI, Section 3 of these By-Laws.

ARTICLE VII**ADOPTION AND AMENDMENTS*****Section 1: Adoption***

The adoption of these By-Laws become effective when passed by more than 50% of the voting membership by electronic voting or at a monthly meeting, as indicated in Article X, Section 1 of the Chapter Constitution. The Executive Board shall review these By-Laws on an annual basis.

Section 2: Amendments

These By-Laws may be amended or revised as outlined in Article X, Sections 2 and 3 of the Chapter Constitution. A copy of any amendments or revisions will be submitted to the National Headquarters and the 412 Force Support Squadron.

ARTICLE VII**MISCELLANEOUS*****Section 1: Insignia***

The Chapter will use the standard insignia of the Society on letterheads, certificates, and other appropriate documents and media. The insignia will be a graphic in the form of a shield surrounded by a wreath of laurel; an eagle clutching an American flag at the top; the shield surmounted by a sword, with point toward the eagle, over which is surmounted the account book and quill.

A Chapter insignia will be a stylized graphic mountain range in black with a rising sun in melon orange and a B-2 flying to the right with the designation "High Desert Chapter" centered below. This insignia may be used on Chapter attire, local Chapter awards, web pages, publicity media and commemorate articles.

Section 2: Colors

The colors of the Society shall be green and gold, and used by the Chapter for appropriate designated purposes.

Section 3: Change of Address

Each member shall be responsible for keeping the National Headquarters informed of any change of address.



We certify that this revision to the By-Laws has been approved by the Membership, as indicated in Article X of the Chapter Constitution.

Signed this date: _____

KATHLEEN AUGUSTINE
President, High Desert Chapter
American Society of Military Comptrollers

Signed this date: _____

CANDY GOOD
2ND Vice President, High Desert Chapter
American Society of Military Comptrollers

Section 2: Colors

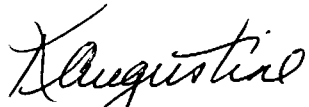
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Signed this date: 15 Aug 16


KATHLEEN AUGUSTINE
President, High Desert Chapter
American Society of Military Comptrollers

Signed this date: 15 Aug 16


CANDY GOOD
2ND Vice President, High Desert Chapter
American Society of Military Comptrollers