



**Constitution  
of the  
American Society of Military Comptrollers  
High Desert Chapter  
Edwards AFB, CA**

**15 August 2016**

## ARTICLE I

### NAME

**Section 1:** The name of this organization shall be the American Society of Military Comptrollers, High Desert Chapter. Military comptrollership and financial management is defined as the profession of comptrollership in the Department of Defense and the Coast Guard. Functional areas include the fields of financial and general management, accounting, finance, budgeting, programming, reporting, statistics, auditing, cost analysis, management analysis, and supporting activities in management/industrial engineering, economic analysis, automatic data processing, operations research/systems analysis, and such other fields as the Executive Board may designate. It is a local organization affiliated with the National Organization, American Society of Military Comptrollers, located at the following address:

415 N. Alfred Street  
Alexandria, VA 22314  
(703) 549-0360 or (800) 462-5637

## ARTICLE II

### PURPOSE

**Section 1:** Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section 2:** The purpose of the organization is to promote the education of individuals for the improvement and development of their capabilities relating to military comptrollership, pursuant to Section 501(C)(3) of the 1954 Internal Revenue Code. The High Desert Chapter is to serve the public interest by:

- A. Promoting the education and training of its members, and accordingly, supporting the development and advancement of the profession of military comptrollership;
- B. Sponsoring research in military comptrollership and financial management subjects and publishing the results of such as appropriate;
- C. Encouraging a free exchange of techniques, approaches, and problem solving;
- D. Providing communication to keep 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. Affording a means for members who are currently, or who have previously engaged in Comptrollership and Financial Management in the Antelope Valley area, to apply advanced knowledge and techniques of sound management to maintain and improve the high standard of professionalism;
- F. Fostering a spirit of goodwill and fellowship among its members;

G- Promoting education of the area's youth regarding comptrollership, financial management, and business through an annual scholarship program; and

H. Encouraging members to pursue further educational endeavors in a business or resource management field of study relating to military comptrollership through an annual continuing education grant program.

**Section 3:** In fulfilling this purpose, the High Desert Chapter will:

A. Conduct/sponsor conventions, seminars, and other educational meetings;

B. Publish a Newsletter for the membership dealing with military comptrollership and chapter events;

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

D. Give formal recognition to individuals who have made outstanding contributions to the advancement of military comptrollership and financial management; and

E. Undertake any other activity that the National Organization or local High Desert Chapter Executive Board deems appropriate.

## ARTICLE III

### GENERAL PROVISIONS

#### Section 1: Authority

The authority for the creation of this private organization is AFI 34-223. All references within this Constitution and By-Laws are paragraphs of that instruction. The organization will operate on Edwards AFB only with the written permission of the Installation Commander or designee. Operation is contingent on compliance with requirements and conditions of all applicable Air Force regulation and directives. The organization is not a Non-Appropriated Fund Instrumentality (NAFI), nor is it entitled to the privileges and immunities of the U.S. Federal Government.

#### Section 2: Classification

The organization is classified as a Type 2 private organization.

#### Section 3: Employment

Any employment by the organization will not be based on age, race, color, creed, sex, national origin, marital status, sexual orientation, religious beliefs, political affiliation, membership in labor organizations, or physical handicap. Moreover, all laws pertaining to standards and requirements must be met.

#### Section 4: Liability

All members will understand fully that they are personally liable if the assets of the organization are insufficient to discharge all liabilities. Members must be made aware that they are jointly and severally liable for the obligations of the organization, and their understanding must be documented. However, the organization has Commercial General Liability coverage under the National Headquarters of the American Society of Military Comptrollers. Additionally, all members are required to read the Constitution and By-Laws as a condition of membership.

**Section 5:** No individual member has the authority to commit or obligate Chapter funds. The President, with a majority vote of the Executive Board, is authorized to commit or expend funds. The Treasurer will manage the account.

**Section 6:** Neither the Defense Finance & Accounting Service nor its various agencies shall be obligated, financially or otherwise, by any action of the organization. The organization will not represent itself as an instrument of the United States Government.

**Section 7: Basic Policies**

A. The organization's programs and activities will not prejudice or discredit the military services or other agencies of the U.S. Government.

B. The "articles of organization" for the High Desert Chapter of the American Society of Military Comptrollers (ASMC) include this Constitution and its By-Laws, as from time to time amended or revised. In the event of any conflict between this Constitution and the By-Laws, this Constitution shall govern.

C. This organization shall be non-commercial, non-sectarian, and non-partisan.

D. The name of the organization or the names of any members in their official capacity shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to the promotion of the purposes of the organization.

E. The organization 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 insubstantial part of its activities in an attempt to influence legislation by propaganda or otherwise.

F. The organization is formed exclusively for educational purposes, as listed in Article II, including for such purposes, the making of contributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

G. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or to other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

## ARTICLE IV

### MEMBERSHIP

**Section 1: Membership**

Membership in this organization shall be open to all active duty military personnel, retired members, members of the Reserve and National Guard components, their family members and surviving spouses, civilian employees and their dependents who are, or have been, employed in the Department of Defense (DoD) comptrollership and financial management field and employees of DoD Industrial Sustaining base and supporting services to DoD employed in comptroller and financial management fields. Membership is limited primarily to members of the DoD family.

**Section 2: Hazing and Harassment**

Physical or mental hazing or harassment as part of initiation rites in the organization is prohibited.

**Section 3: Types of Membership**

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 who, to remain in good standing, have paid the appropriate dues and fees. Active members may hold office in the Chapter and may vote.

B. Life Members shall be those Active members who have been in good standing for twenty consecutive years and who continue to pay their annual chapter dues, or who are past National Presidents. Life members may hold office in the Chapter and may vote.

C. Associate Members shall be persons who, though not qualified for Active or Life memberships, demonstrate an interest in the military comptrollership field and who, to remain in good standing, have paid the appropriate dues and fees. Associate members have the right to speak at meetings but not to make motions, vote, or hold any office in the Chapter.

D. Honorary Memberships may be conferred upon persons making significant contribution to military comptrollership who are not eligible for, or who would not otherwise be expected to join, one of the other classes of membership. Honorary members have the right to speak at meetings but not to make motions, vote, or hold any office in the Chapter.

E. Corporate Members shall be members of the allied industry family who demonstrate an interest in military comptrollership field and who, to remain in good standing, have paid the appropriate dues and fees. Corporate members have the right to speak at meetings but not to make motions, vote, or hold any office in the Chapter, other than Corporate Membership Coordinator.

#### **Section 4: Membership Application**

A. 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, or submitted online. Honorary members shall be nominated by the High Desert Chapter President and approved by the National President.

B. National dues will be as established by the National Council. Chapter dues will be as established by the General Membership.

C. Applicants for membership will receive notice of acceptance of membership from the National Headquarters.

#### **Section 5: Expulsion**

An active member, who, in the opinion of the Chapter, brings discredit upon the Society, will be expelled. A member so expelled by the Chapter may appeal the action to the National Council, whose decision will be final.

#### **Section 6: Suspension**

An active member, who fails to pay the prescribed annual dues within a period of time fixed by National Headquarters, will be suspended. If this cause for suspension is not rectified within one year of the date of delinquency, the suspended member will be dropped from the Society. The National Council upon application may readmit a member suspended for nonpayment of annual dues to the Society.

#### **Section 7: Resignation**

An active member who has resigned will be dropped from the membership of the Chapter effective the date of resignation.

#### **Section 8: Entitlements**

Every individual who is a member of this Chapter is entitled to all benefits of such membership. Any individual who subscribes to the purposes and basic policies of this organization may become a member of this organization,

subject only to compliance with the provision of the organization's Constitution and By-Laws. Membership in this organization shall be available without regard to age, race, color, creed, sex, national origin, marital status, sexual orientation, religious beliefs, political affiliation, membership in labor organizations, or physical handicap.

## ARTICLE V

### OFFICERS

**Section 1:** The following officers of the organization make up the Executive Board of the High Desert Chapter and serve without compensation:

1. President
2. First Vice-President (Membership)
3. Second Vice-President (Programs)
4. Third Vice-President (Fundraising)
5. Secretary
6. Treasurer
7. Events Coordinator

**Section 2:** All officers serve one-year terms as voted by the General Membership in 2004. Past Presidents may be appointed by the Executive Board to serve in an advisory capacity as required. Specific duties are detailed in the organization's By-Laws.

## ARTICLE VI

### ELECTIONS AND VOTING

**Section 1:** Eligibility

No person will be eligible to hold office, be a voting member of a committee, hold a position of authority or trust in the Chapter unless that person is an Active or Life Member in good standing at the date of election, is of good moral character (as dictated by standard ethics and morals), and reflects the highest ideals of the profession.

**Section 2:** Voting Membership

Voting membership consists of all Active Members who are current in both Chapter and National dues, as well as all Life Members who are current in Chapter dues.

**Section 3:** Nominating Committee

Each year prior to the election of officers, the 3rd Vice President will select at least two members at large to serve on the Nominating Committee. Nominees for Chapter office selected by the Committee will be reported to the Executive Board at least one month prior to the date of election. Additional nominations may be made from the floor at the regular meeting at the time of election, or by writing in additional names when returning electronic ballots. Only those persons who have given their consent to serve, if elected, shall be nominated for or elected to such office.

**Section 4:** Election of Officers

Elections will be held during the months of May or June. Elections may be conducted either by electronic voting or at a monthly meeting where at least 50% of the voting membership is present. Installation of the new officers will take place during the month of June. A valid election requires that at least 50% of the voting membership cast ballots. To be elected, an officer must receive the most votes (a majority of votes cast).

**Section 5:** Term of Office

The term of office for all officers shall coincide with the fiscal year of the Chapter (1 July – 30 June).

**Section 6:** Vacancies

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 Board. In the case of a vacancy occurring in the Office of President, the 1st Vice President shall serve notice of the election and act as President until the election.

**Section 7:** Termination of Officer Term

Any officer may be removed from office for proper cause by a three-fourths vote of the General Membership of the Chapter attending a regular or special meeting. Proxy instruments submitted by absent members will be considered as valid deputation of voting privilege and, as such, will be acceptable as a right of vote.

**ARTICLE VII**

**MEETINGS AND QUORUMS**

**Section 1:** Meetings

Meetings of this organization will normally be held monthly. The Executive Board shall determine dates of meetings. Special meetings may be called by the President or by a majority of the Executive Board.

**Section 2:** Rules of Order

All meetings of or in connection with the business of the Chapter will be conducted in accordance with generally accepted business practices.

**Section 3:** Quorum

Four members shall constitute a quorum for the transaction of business at any Executive Board meeting.

**ARTICLE VIII**

**METHODS OF FINANCING**

**Section 1:** Methods of Financing

Revenue to support the organization may come from sponsoring training activities, professional development institutes, and various fundraising events. These fundraising events include such activities as selling merchandise (for example, cookbooks, T-shirts), craft sales, car washes, bake sales, silent auctions, etc. In addition to the National dues, which are established by the National Council, the High Desert Chapter will collect annual dues as established by the General Membership. The amount of Chapter dues may be modified by a majority vote of the Voting Membership.

**Section 2:** Income

In accordance with the AFI 34-223, private organizations must provide an annual financial statement to the Force Support Squadron Resource Management Flight Chief, no later than 20 days following the end of the private organizations fiscal year. If gross annual revenues are \$100,000 or more, but less than \$250,000 the private organization must have an annual financial review performed by an accountant and paid with private organization

funds. If gross annual revenues are \$250,000 or more, the private organization must have an audit performed by a Certified Public Accountant (CPA), paid with private organization funds. The results of any financial review or audit must be submitted to the Force Support Squadron Resource Management Flight Chief.

## **ARTICLE IX**

### **ACTIVITIES**

#### **Section 1: Fundraising**

This organization will conduct activities only to achieve the purpose for which it is established. All fundraising activities will be coordinated with the 412 Force Support Squadron (FSS) at Edwards AFB and must be approved by the 412/FSS Director. This organization will not engage in activities that compete with those of any Force Support Squadron activities, Army and Air Force Exchange Service (AAFES), or any Non-Appropriated Fund (NAFI) program on Edwards AFB.

#### **Section 2: Games of Chance, Lotteries, etc.**

This organization will not conduct any game of chance, lotteries, raffles, or gambling.

#### **Section 3: Alcohol**

This organization is strictly prohibited from selling alcoholic beverages.

## **ARTICLE X**

### **AMENDMENTS**

#### **Section 1: By-Laws**

This Constitution may be implemented by such By-Laws as necessary, and said By-Laws will be effective when passed by more than 50% of the voting membership by electronic voting or at a monthly meeting. A copy of these Constitution and By-Laws will be submitted to the National Council on an annual basis.

#### **Section 2: Amendments**

All proposed amendments to the Constitution or By-Laws will be made in writing by the Executive Board to the General Membership. These proposed amendments will be presented to the membership either by electronic means or at a monthly meeting. The amendments will become part of the Constitution and By-Laws when passed by more than 50% of the voting membership. A copy of any amendments will be submitted to the National Headquarters and the 412 Force Support Squadron.

#### **Section 3: Revisions**

A committee may be appointed to submit a revised Constitution or set of By-Laws as a substitute for the existing Constitution or By-Laws only by a majority vote of the Executive Board. The requirements for adoption of a revised Constitution or By-Laws shall be the same as in the case of an amendment.

#### **Section 4: Annual Review**

The Executive Board shall review the Constitution and By-Laws every year.



ARTICLE XI

DISSOLUTION

Section 1: Dissolution

A two-thirds majority vote of all Chapter members eligible to vote is required to effect dissolution of the Chapter. The net assets of the High Desert Chapter, upon dissolution, will be distributed under the direction of the local Executive Board after coordination with the National Council. Any distribution of the High Desert Chapter's assets will only be made to section 501(c)(3) organizations. Final High Desert Chapter records will be forwarded to the ASMC National Headquarters.

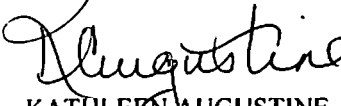
Section 2: Procedures

In the event of dissolution, the Chapter President will notify the 412 FSS/CC/CL of the intent to dissolve the organization and the Executive Board will prepare a time-phased action plan for dissolution. The Executive Board shall be responsible for a complete financial accounting of assets, liabilities, and the disposition of residual assets. A final financial report will be sent to the Resource Management Flight Chief for review and inclusion in the Force Support Squadron file.


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

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  
2<sup>nd</sup> Vice President, High Desert Chapter  
American Society of Military Comptrollers