

CONSTITUTION
of the
AMERICAN SOCIETY OF MILITARY
COMPTROLLERS HAMPTON ROADS CHAPTER

ARTICLE I - Name

The name of this organization shall be the "HAMPTON ROADS CHAPTER OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS," hereinafter called the "Chapter." Military comptrollership is defined as the profession of comptrollership in the Department of Defense and the Coast Guard, to 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, information technology, operations research, systems analysis, and such other fields as the National Council may designate.

ARTICLE II - Purpose of the Chapter

Section 1. The purpose of the Chapter is to:

- a. Afford a means by which members in the Hampton Roads area who are, or have been, engaged in Comptrollership may maintain and improve the high standards of Comptrollership.
- b. Foster a spirit of good will and good fellowship among its members.
- c. Promote the profession of comptrollership.
- d. Promote education, training, and professional development in comptrollership to both members and non-members.
- e. Exchange ideas and techniques for dealing with common issues of the Services.
- f. Promote community service.

Section 2. To fulfill this purpose, the Chapter shall:

- a. Conduct meetings and seminars open to members and non-members and attend conventions, seminars, and other professional and educational events.
- b. Contribute to the National Society's publications.
- c. Foster education, training, and professional development opportunities for both members and non-members.

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

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

ARTICLE III -Membership

Section 1. 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 appropriate dues and fees.

b. Life Members shall be those Active Members who have been in good standing for 20 consecutive years, or are past National Presidents.

c. Associate Members shall be persons who, though not qualified for Active or Life Membership, demonstrate an interest in the military comptrollership field and who, to remain in good standing, have paid the appropriate dues and fees.

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

e. Corporate Members shall be corporations which demonstrate an interest in the military comptrollership field and who, to remain in good standing, have paid the appropriate dues and fees.

Section 2. Applications for Active, Life, Associate, and Corporate Memberships shall be tendered to the National Headquarters of the Society on application forms designated for that purpose. Honorary members shall be nominated by a Chapter President or National Executive Committee member and approved by the National President.

Section 3. Corporate, Honorary, and Associate members have the right to speak at meetings but not to make motions, vote, or hold any office in the Society.

Section 4. The National Council shall establish dues.

Section 5. Applicants for membership shall receive notice of acceptance to membership from the National Executive Director.

Section 6. The Executive Committee may expel any member from the Society for conduct contrary to the objectives of the Society by a two-thirds majority vote. A member so expelled by the Chapter may appeal the action to the National Executive Council whose decision is final.

Section 7. An active member who fails to pay the prescribed annual dues within a time period fixed by National Headquarters shall be suspended. If cause for suspension is not rectified

within 1 year from the date of delinquency, the suspended member shall be dropped from the Society. Upon application through the Chapter, the National Council may reinstate a suspended member.

Section 8. An active member who resigns shall be dropped from membership in the Chapter effective on the date of resignation.

Section 9. A member who resigns, or is suspended or expelled, shall forfeit all privileges in the Society, and all his or her rights shall cease and terminate in all holdings and assets, real property, and effects owned or held in trust or operated by the Chapter.

ARTICLE IV - Officers

Section 1. The following officers of the Chapter shall be elected annually by a majority vote of members present at the last regular meeting of the fiscal year and shall be installed at that meeting. The term of office for all officers shall coincide with the fiscal year of the chapter (1 July –30 June). These officers form the Executive Committee.

- a. President
- b. Vice Presidents. One from each service (Army, Navy, Air Force, and Coast Guard).
- c. Secretary.
- d. Treasurer.
- e. Other officers as deemed necessary may be appointed or elected as the Chapter may decide.

Section 2. The office of the President shall be rotated among the military services represented in the Chapter (Army, Navy, Air Force, and Coast Guard). The order of rotation shall be adjudged by the President and the Vice Presidents and shall be announced in sufficient time to allow for proper election of officers. In the event of a vacancy for the office of President, the Executive Committee shall appoint a replacement for the remainder of the year.

Section 3. The Secretary and Treasurer shall be of the same service as the President. In the event of a vacancy for the lead-service Vice President, Secretary, or Treasurer positions, the President shall appoint a replacement for the remainder of the year.

Section 4. In the event of a vacancy for any other service Vice President position, the Executive Committee shall appoint a replacement for the remainder of the year.

Section 5. The successor Service or Department shall present the names of willing nominees for the officer positions to the Chapter membership at the next-to-last regular meeting of the fiscal year. Additional nominations may be made from the floor.

Section 6. No person shall be eligible to hold office, be a voting member of a committee, or 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, and reflects the highest ideals of the profession.

Section 7. Any officer may be removed from office for proper cause by a three-fourths vote of the Chapter membership present at a regular or special meeting. Proxy instruments submitted by absent members shall be acceptable as a right of vote.

ARTICLE V - Duties of Officers

Section 1. President: The president shall be the presiding officer, and shall enforce all laws, contracts, etc., and execute such papers as shall require his or her signature, and shall exercise general supervisory control over all affairs of the Chapter. The President is an ex officio member of all committees, or other governing bodies, and may at his or her pleasure examine their minutes, books, and records.

Section 2. Vice President: Each Vice President shall represent his or her service or department in the Chapter. In the temporary absence of the President, the lead service Vice President shall perform the duties of the President. In the temporary absence of both the President and the lead- service Vice President, the Vice President appointed by the Executive Committee shall perform the duties of the President.

Section 3. Secretary: The secretary shall record the proceedings of the meetings, maintain a roster of the membership, and be official custodian of the charter, seal, constitution, bylaws, documents, and papers. He or she shall maintain contact with the Executive Director, answer correspondence, and perform such other duties as may be directed by the President.

Section 4. Treasurer: The Treasurer shall receive and deposit all monies 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 shall file annually a Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations with the IRS. A Form 990-N can be filed as long as Chapter annual gross receipts are less than \$50,000. The Form 990-N should be filed before 31 March so documentation can be provided as part of the Chapter's Competition 5-Star status. The Treasurer or the lead service Vice President shall sign all checks or warrants on the funds of the Chapter.

ARTICLE VI - Dissolution

A two-thirds majority vote of all Chapter members eligible to vote is required to effect dissolution of the Chapter. Net assets of the Chapter, upon dissolution, shall be distributed under the direction of the Executive Committee who shall coordinate with the National Executive Committee the dissolution of the Chapter. Any distribution of the Chapter's assets shall only be made to nonprofit or charitable organizations. Chapter records shall be forwarded to the National Headquarters.

ARTICLE VII - Rules of Order

All meetings of, or in connection with, the business of the Chapter shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VIII - Ratification, Amendments, and Bylaws

Ratification by a majority vote of the Chapter membership shall be sufficient for establishment of the Constitution and Bylaws for the Chapter. Amendments to this Constitution shall require a majority vote of the Chapter membership present at a regular meeting. Proxy instruments submitted by absent members shall be acceptable as a right to vote. Amendments to the Bylaws of the Chapter shall require a majority vote of the Executive Committee. A copy of the

Constitution, Bylaws, and amendments shall be forwarded to the National Headquarters.

ARTICLE IX - Effective date

This Constitution became effective on 28 November 1979. The latest amendment became effective 13 September 2012.

Signed:

A handwritten signature in black ink, appearing to read 'K. Miller', written over a horizontal line.

Karla Miller, Colonel, USAF
President, Hampton Roads Chapter
American Society of Military Comptrollers

On 06 August 2014, the ASMC Board reviewed and approved without changes the existing Constitution, as amended in 2012.

Signed:



Bradley

Hanover, LT, USCG President, Hampton
Roads Chapter
American Society of Military Comptrollers

On 14 September 2015, the ASMC Board reviewed and approved without changes the existing Constitution, as amended in 2012.

A handwritten signature in black ink, appearing to read 'Tawanna McFarlin', is placed over a light gray rectangular background.

Signed:

Tawanna McFarlin
President, Hampton Roads Chapter
American Society of Military Comptrollers

On 6 March 2018, the ASMC Board reviewed and approved the existing Constitution, as amended in March 2018.

Signed:

Ellen M. Helmerson
President, Hampton Roads Chapter
American Society of Military Comptrollers

On 28 January, 2019 the existing constitution was reviewed and approved.

Signed,

A handwritten signature in black ink, reading 'Adam J. Stanek', is written in a cursive style.

LT Adam Stanek
President, Hampton Roads Chapter
American Society of Military Comptrollers

BYLAWS
of the
AMERICAN SOCIETY OF MILITARY
COMPTROLLERS HAMPTON ROADS CHAPTER

I. SEAL. The official seal of the Hampton Roads Chapter of the American Society of Military Comptrollers shall be a circular impress with the full title of the Chapter around the outer ring and with the word "SEAL" placed horizontally across the center.

II. INSIGNIA. The Chapter with the designation "Hampton Roads Chapter" shall use insignia of the Society on letterheads, certificates, and other appropriate documents and media. The insignia shall be a graph in the form of a shield surrounded by a wreath of laurel, an eagle clutching an American Flag at the top, and the shield surrounded by a sword (pointed toward the eagle) over which is surmounted the account book and quill.

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

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

V. DATE OF SERVICE. New officers of the Chapter shall take office on 1July of each year.

VI. CHAPTER RECORDS.

Section 1. The following records of the Chapter must be kept on a permanent basis:

- a. National Constitution and Bylaws.
- b. National Policy Declarations .
- c. Minutes of the meetings of the National Executive Committee and the National Council.
- d. Chapter Constitution and Bylaws.
- e. Minutes of the Chapter Executive Committee meetings.
- f. Chapter Charter.

Section 2. The Chapter books of accounts and checkbooks for the fiscal year prior to the last audit and the succeeding years to the current fiscal year shall be retained.

Section 3. An auditor or audit committee appointed by the Executive Committee, excluding the Treasurer, shall audit the financial records as of end of each fiscal year.

Section 4. The Chapter membership roster shall be retained for the fiscal year prior to the last audit and for the succeeding years.

VII. MEMBERSHIP FEES AND DUES.

Section 1. Members of this Chapter shall pay fees and dues as set forth in the National Constitution and Bylaws. Dues are assessed on an annual basis, payable in advance. Honorary members shall not be required to pay any fees or dues.

Section 2. All retained funds shall be deposited into accounts in the name of the Chapter at federally insured banks, savings and loan associations, or credit unions.

VIII. PROCEDURES FOR MEMBERSHIPS.

Section 1. Applications, together with necessary dues and fees, shall be forwarded to the ASMC National Headquarters for processing through the National Council. The Executive Director shall issue appropriate Certificates of Membership.

Section 2. Procedures specified in Section 1 above shall apply to reinstatement of a previously active member.

Section 3. Procedures for Life Membership and Honorary Membership shall be in accordance with the National Constitution and this Chapter's Constitution.

IX. TRANSFERS OF MEMBERSHIP.

Section 1. The Chapter shall accept transfer of, and extend guest privileges to, members in good standing from other Chapters or from the National Headquarters. Transfers shall be accepted in the status held by the member on the date of application for transfer.

Section 2. There shall be no transfer charges and no transfer of funds between Chapters in connection with the transfer of individual memberships.

X. COMMITTEES. Each committee shall normally consist of a member from each military department. The chairperson of each committee shall be appointed by the President to serve during the fiscal year (1 July - 30 June). Each committee shall present a brief report at each Executive Committee meeting. Committees and their functions shall be:

Section 1. Executive Committee. The Executive Committee shall consist of the Chapter officers (ARTICLE IV, Section 1, Chapter Constitution). It shall conduct and be responsible for all Chapter business matters and develop/supervise the overall Chapter program. It shall also have the power to amend Bylaws of the Chapter.

Section 2. Professional Development. The Professional Development Committee shall be responsible for planning and presenting education, training, and professional development opportunities to members and non-members.

Section 3. Membership. The Membership Committee shall be responsible for maintaining an up- to-date membership roster, securing new members, following up on old members, and promoting attendance all meetings.

Section 4. Publicity. The Publicity Committee shall be responsible for publicizing Chapter activities, to include sending news items and photos to local papers and National Headquarters for the Armed Forces Comptroller magazine and maintaining the Chapter's website.

Section 5. Chapter Competition. The Chapter Competition Committee shall be responsible for promoting activities that will lead to the greatest number of award points in the annual chapter competition.

Section 6. Scholarship. The Scholarship Committee shall be responsible for managing the Chapter Scholarship program.

Section 7. Awards. The Awards Committee shall be responsible for managing the Chapter individual and team achievement awards program.

Section 8. Community Service. The Community Service Committee shall be responsible for Chapter community service activities.

Section 9. Ad Hoc. Short-term ad hoc committees may be established for specific tasks as approved by the Executive Committee. Each ad hoc committee shall have a definite charter and beginning and ending dates.

XI. MEETINGS

Section 1. The Chapter Executive Committee shall determine meetings of the Hampton Roads Chapter.

Section 2. The Vice President of the service that hosts a Chapter meeting shall be responsible for making all arrangements for the meeting, including the program.

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

XIII. AMENDMENTS. These Bylaws may be amended by a two-thirds majority vote of the Executive Committee. A copy of such amendments shall be submitted to the National Headquarters.

EFFECTIVE DATE OF BYLAWS. These Bylaws became effective on 28 November 1979. The latest amendment was effective 10 March 2010.

Signed:



Karla Miller, Colonel, USAF
President, Hampton Roads Chapter
American Society of Military Comptrollers

On 13 July 2016, the Hampton Roads ASMC executive board met, reviewed and approved without changes the existing Bylaws, as amended in 2010.

Signed: Jeremy W Taylor

Jeremy Taylor
President, Hampton Roads Chapter
American Society of Military Comptrollers

On 6 March 2018, the ASMC Board reviewed and approved the existing Constitution, as amended in March 2018.

Signed:

Ellen M. Helmerson
President, Hampton Roads Chapter
American Society of Military Comptrollers

On 28 January, 2019 the existing constitution was reviewed and approved.

Signed,



LT Adam Stanek
President, Hampton Roads Chapter
American Society of Military Comptrollers