

Bylaws of the American Society of Military Comptrollers

Cleveland Chapter

ARTICLE I. INSIGNIA.

Insignia of the society, for use on letterheads, certificates, and other appropriate documents and media shall be used by the Chapter with the designation "Cleveland Chapter."

ARTICLE II. COLORS.

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

ARTICLE III. FISCAL YEAR

The fiscal year of the chapter shall be from 1 July – 30 June.

ARTICLE IV. DATE OF SERVICE

New officers of the Chapter shall take office on 1 July of each year

ARTICLE V. 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

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 year.

ARTICLE VI. MEMBERSHIP FEES AND DUES

Section 1. Members of this Chapter shall pay fees and dues as set forth in the National Constitution and Bylaws. 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.

ARTICLE VII. PROCEDURES FOR MEMBERSHIPS

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

Section 2. Procedures specified in Section I 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.

ARTICLE VIII. 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 a member on the date of the 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.

ARTICLE IX. DUTIES OF OFFICERS

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 X. ELECTION OF OFFICERS

The following shall govern that election and term of office of all officers:

Section 1. Officers, as prescribed in Article IV of the Chapter Constitution, shall be elected providing an election ballot to all active members and determining the majority vote of members who return the election ballot. New officers will be installed at the June meeting.

Section 2. The term of office for all officers shall coincide with the fiscal year of the Chapter (1 July – 30 June), except 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. An office becoming vacant during the fiscal year shall be filled through an interim appointment designated by majority vote of the Executive Committee.

Section 4. A nominating committee will be appointed by the president of nominations and approved by the Executive Committee. Additional nominations may be made from the floor.

ARTICLE XI. COMMITTEES

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 as outlined in Article VII of the Constitution.

ARTICLE XII. MEETINGS

Section 1. Dates for Executive Committee meetings of the Cleveland Chapter shall be determined by the President and held at least quarterly.

Section 2. The President shall determine the date of general membership meetings of the Cleveland Chapter.

ARTICLE XIII. CHANGE OF ADDRESS

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

ARTICLE XIV. 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.

ARTICLE XV. EFFECTIVE DATE OF BYLAWS

These bylaws shall become effective when approved by a majority vote of the organization's general membership.