

CONSTITUTION OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS
Cleveland Chapter

ARTICLE I - Name

Section 1. The name of this organization shall be the AMERICAN SOCIETY OF MILITARY COMPTROLLERS. 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, auditing, and supporting activities in management, industrial engineering, information technology, operations research and other fields as the Executive Committee may designate.

ARTICLE II - Purpose

Section 1. 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 organization 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 subjects and publishing the results of such as appropriate;
- c. Encouraging a free exchange of techniques, approaches, and problem solving; and
- 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.

Section 2. In fulfilling this purpose, the Chapter will:

- a. Conduct/sponsor conventions, seminars, and other educational meetings;
- b. Cooperate with other educational and professional organizations in matters of mutual interest;
- c. Give formal recognition to individuals who have made outstanding contributions to the advancement of military comptrollership;
- d. Undertake any other activity the Society deems appropriate; and
- e. Insure that no part of the net earnings of the Society shall benefit nor be distributed to its members, trustees, officers or other private persons. However, the Society shall be authorized and empowered to pay reasonable compensation for services rendered and makes payments and distributions in furtherance of the purposes set forth in Section 1 of this Article.

ARTICLE III - General Provisions

Section 1. The organization operates and exists on a military installation only with the consent of the installation commander.

Section 2. All members will understand fully that they are personally liable if the assets of the organization are insufficient to discharge all liabilities. However, the organization has Commercial General Liability coverage. Additionally, all members are required to read the constitution and bylaws as a condition of membership.

Section 3. No individual member has the authority to commit or obligate Chapter funds. The President, with a majority vote of the Executive Committee, is authorized to commit or expend funds. The Treasurer will manage the account.

Section 4. Neither the Defense Finance & Accounting Service nor its various agencies shall be obligated, financially or otherwise, by any action of the organization, and the organization will not represent itself as an instrument of the United States Government.

Section 5. The organization's programs and activities will not prejudice or discredit the military services or other agencies of the US Government.

Section 6. Basic Policies. The following are basic policies of the Chapter

- a. The "articles of organization" for the Chapter include this constitution and its bylaws, as from time to time amended. In the event of any conflict between this constitution and the bylaws, this constitution shall govern.
- b. The Chapter shall be noncommercial, nonsectarian, and nonpartisan.
- c. The name of the Chapter or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the Chapter.
- d. The chapter 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 an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- e. The Chapter 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) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- f. No part of the net earning of the Chapter shall accrue to the benefit of, or be distributable to its members, trustees, officers, or 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 purpose set forth in Article II hereof.

ARTICLE IV - 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 the appropriate dues and fees.

- b. Life Members shall be those Active Members who have been in good standing for 20 consecutive years, or who 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 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.
- e. Corporate Members shall be corporations, which demonstrate an interest in military comptrollership field and who to remain in good standing have paid the appropriate dues and fees.

Section 2. 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. Honorary members shall be nominated by the Cleveland Chapter President and approved by the National President.

Section 3. Dues will be as established by the National Council.

Section 4. Applicants for membership will receive notice of acceptance to membership from the National Headquarters.

Section 5. 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. 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. An active member who has resigned will be dropped from the membership of the Chapter effective the date of resignation.

Section 8. 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 bylaws. Membership in this organization shall be available without regard to race, color, creed, sex, or national origin.

Article V - Chapters

Section 1. The following officers of the Chapter, to be called the Executive Committee, will be elected annually as specified in the bylaws, and will serve without compensation.

- a. President
- b. Vice President - Membership
- c. Vice President - Programs
- d. Vice President - Nominations
- e. Secretary
- f. Treasurer

Additionally, the following committee chairs will be selected annually (only if qualified and interested individuals are available) and will also serve on the Executive Committee.

- a. Newsletter Chairperson
- b. Training, Education, and Scholarship Chairperson
- c. Community Service / Fundraising
- d. Webmaster
- e. Such other officers as may be necessary may be appointed or elected as the Chapter may decide.

Section 2. 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, and reflects the highest ideals of the profession.

Section 3. Any officer may be removed from office for proper cause by a three-fourths vote of the membership of the Chapter attending in 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 VI - Nominating Committee

Section 1. Each year prior to the election of officers, the Vice President of the Nominating Committee will select at least two members at large to serve on the Nominating Committee. Nominees selected will be reported to the Executive Committee at least one month prior to the date of election. Additional nominations may be made at the time of election from the floor at the regular meeting.

Section 2. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office.

Section 3. 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.

In case a vacancy occurs in the Office of President, the VP of Membership shall serve notice of the election and act as President until the election.

Article VII - Duties of Officers and Committee Chairs

Section 1. The President will be the presiding officer and will enforce all laws, contracts, etc. and execute such papers requiring 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.

Section 2. Vice President - Membership. The VP of Membership will keep an exact roster of the membership, and submit reports to National Headquarters as necessary. In the temporary absence of the President, the Vice-President of Membership will perform the duties of the President.

Section 3. Vice President - Programs. The VP of Programs will plan membership meetings and publicize them as necessary. The Vice President – Programs will also provide a written summary of the monthly luncheon meetings to the Secretary and the Newsletter Chair.

Section 4. Vice President - Nominations. The VP of Nominations will plan and execute the annual election process for officers. The VP of Nominations is also responsible for the planning of the Chapter Booth at the National PDI's Chapter Fair.

Section 5. The Secretary will record the proceeding of the Executive Committee. The Secretary will be custodian of the charter, seal, laws, documents and papers of the Chapter and will provide assistance/perform other duties as directed by the President.

Section 6. The Treasurer will receive and deposit all monies of the Chapter, pays its just bills, maintain its books of accounts, and make appropriate reports of the financial condition of the chapter to the President and the members as directed. The Treasurer or the President will sign all checks or warrants on the funds of the Chapter.

Section 7. Newsletter. The Newsletter Chairperson will manage the publication and distribution of the Cleveland Chapter ASMC newsletter.

Section 8. Training, Education, And Scholarship Chairperson. The Chairperson will manage the Chapter Training, Education, and Scholarship program and submit reports/documentation to National Headquarters as necessary.

Section 9. Community Service / Fundraising. The Community Service / Fundraising Chairperson will coordinate the organization's participation in various activities in support to the local community and other charitable efforts. The Community Service / Fundraising Chairperson will also be responsible for coordinating fund raising activities in support of the Chapter's scholarship awards program.

Section 10. Webmaster. The Webmaster Chairperson will ensure that the local chapter webpage is kept current and is in compliance with any base Information Assurance policies.

ARTICLE VIII - Meetings and Quorums

Section 1. Meetings of this organization shall be held at least quarterly. The President shall determine dates of meetings.

Section 2. Special meetings of the organization may be called by the President or by a majority of the Executive Committee.

Section 3. The new officer installation meeting shall be held during the period 1 - 30 June.

Section 4. Twenty members shall constitute a quorum for the transaction of business in any membership of meeting of the organization.

ARTICLE IX - 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 Chapter, upon dissolution, will be distributed under the direction of the Executive Committee who will coordinate with the National Executive Committee the dissolution of the Chapter. Any distribution of the chapter's assets will only be made to nonprofit or charitable organizations. Chapter records will be forwarded to the National Headquarters.

ARTICLE X - 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.

ARTICLE XI - Bylaws

This Constitution may be implemented by such Bylaws, as necessary and said Bylaws will be effective when passed by a majority vote of the Chapter membership. A copy of this Constitution and Bylaws will be submitted to the National Council on an annual basis.

ARTICLE XII - Amendments

Section 1. The Constitution may be amended at any regular meeting of the organization only by a majority vote of the members present and voting, provided that notice of the proposed amendments has been given at the previous meeting and that the proposed amendment shall be subject to final approval by the organization Executive Committee. A copy of any amendments will be submitted to the National Headquarters.

Section 2. A committee may be appointed to submit a revised constitution or set of bylaws as a substitute for the existing constitution or bylaws only by a majority vote of the Executive Committee. The requirements for adoption of a revised constitution or bylaws shall be the same as in the case of an amendment.

Section 3. The Executive Committee shall review the constitution and bylaws every year.

ARTICLE XIII - Effective Date

This Constitution, together with the organization's bylaws, shall become effective when approved by a majority vote of the organization's general membership.