

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

**ARTICLE I – NAME**

**Section 1.** This organization, located at 9301 Chapek Road, Fort Belvoir, Virginia shall be known as the Potomac Chapter of the American Society of Military Comptrollers, hereinafter referred to as the Chapter.

**ARTICLE II – PURPOSE**

**Section 1.** The purpose of the Chapter is to afford a means whereby those members who are, or have been, engaged in Comptrollership within the Department of Defense, Army, Navy, Air Force, Marine Corps, Coast Guard, hereinafter called the Services, and other Federal Agencies, may, through combined action and affiliation with the National Society and other Chapters:

- a. Assist in maintaining and improving the high standards of Military Comptrollership.
- b. Stimulate interest in and appreciation for Comptrollership matters.
- c. Foster a spirit of good will and fellowship among its members and to perpetuate the friendship and traditions growing out of serving together in the Armed Forces of the United States of America.

**Section 2.** To meet these objectives, the Chapter will:

- a. Conduct meetings, conventions, seminars and workshops and send delegates to the national conventions.
- b. Correspond with other chapters and issue papers in which ideas and professional information concerning Military Comptrollership can be exchanged and discussed.
- c. Cooperate with other professional societies in matters of mutual interest.
- d. Publish a Chapter newsletter providing useful information to members.
- e. Provide support to the local community through charitable acts.
- f. Give formal recognition to individuals who have made outstanding contributions to the advancement of Comptrollership programs in the Services.

**Section 3.** The Chapter operates and exists on a military installation only with the consent of the installation commander. This consent is contingent on compliance with the requirements and

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

conditions of all Army regulations, specifically AR 210-22 (Private Organizations on Department of the Army Installations).

**ARTICLE III – Membership**

**Section 1.** The Chapter shall maintain appropriate records to identify its members. 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 twenty 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. Corporate members shall be those businesses associated with Department of Defense activities that demonstrate an interest in the Military Comptrollership field, and to remain in good standing, have paid the appropriate dues and fees.

e. Honorary membership 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.

Applications for Active, Life, Associate and Corporate membership 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.

Honorary Members have the right to speak at meetings but not to make motions, vote or hold any office in the society.

**Section 2.** With respect to applicants for Active or Associate membership, the following shall apply:

a. The endorsement of one Active or Life member shall appear on each application.

b. The Associate members may not vote or serve as officers or chapter delegates to national conventions. Other provisions herein applicable to Active members, including participation in the Chapter's professional and social activities, are also the rights and obligations of Associate members.

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

c. Upon receipt of an application by the Vice-President - Membership, the application will be forwarded to the National Secretary with the Society's portion of the initial dues.

**Section 3.** With respect to applicants for Corporate Membership, the following shall apply:

a. The endorsement of one Active or Life member shall appear on each application.

b. The Corporate members may not vote or serve as officers or chapter delegates to national conventions. Other provisions herein applicable to Active members, including participation in the Chapter's professional and social activities, are also the rights and obligations of Corporate members.

c. Upon receipt of an application by the Vice-President – Corporate Membership, the application will be forwarded to the National Secretary with the Society's portion of the initial dues.

**Section 4.** The Chapter fully supports equal opportunity and will not discriminate in membership eligibility on the basis of sex, race, color, religion, national origin, or sex. This Chapter will not proffer speaking invitations to members of any activity or organization that discriminates on the basis of race, color, religion, or national origin, nor will it knowingly support such organizations through its charity efforts.

**Section 5.** The Executive Committee will make nominations for Honorary Membership to the National Executive Committee, accompanied by full justification for conferring the honor. Certificates of Honorary Membership shall be presented at an appropriate ceremony.

a. If any member should violate the purposes and objectives of the Society as set forth in the National and Chapter constitutions, be convicted of a crime, be removed from his position for reasons of security, or in any way bring discredit upon the Society, any Active or Life member may register a complaint with the Executive Committee of the Chapter of which the alleged offender is a member. The complaint shall be in writing and shall fully detail the charges.

b. The Executive Committee shall notify the alleged offender of the nature of the complaint and shall set a date for a hearing. The accused shall have the right to appear in person, with or without counsel (at the expense of the accused), and to produce such witnesses as may be desired. The Executive Committee will take appropriate action. Both the accused and the accuser shall have the right of appeal to the National Executive Committee, whose decision shall be final.

**Section 6.** A member who has resigned, been dropped for nonpayment of dues, or been expelled from the Chapter shall forfeit all privileges, and his rights shall cease and terminate in all assets to which he would be entitled by virtue of membership.

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

**Section 7.** The Chapter will accept transfer of, and extend guest privileges to, all members from other Chapters who present evidence of good standing, observing the following:

- a. Transfers will be accepted in the status held by the member on the date of application for transfer.
- b. There will be no transfer charge in connection with the transfer of individual memberships.

**ARTICLE IV - EXECUTIVE COMMITTEE**

**Section 1.** The operating body of the chapter shall be the Executive Committee, comprised of the following officers:

- a. President
- b. Executive Vice-President
- c. Vice-President – Awards and Recognition
- d. Vice-President – Charities and Community Service
- e. Vice-President – Communications
- f. Vice-President – Fundraising
- g. Vice-President – Government Membership
- h. Vice-President – Corporate Membership
- i. Vice-President – Programs and Education
- j. Vice-President – Scholarships
- k. Secretary
- l. Treasurer

**Section 2.** The Executive Committee shall meet monthly on the first Wednesday of the month. The President may authorize rescheduling of meetings based on mission requirements of two or more council members or to ensure a quorum. Additional meetings may be held as required upon call by the President.

**Section 3.** For the purpose of transacting business, two-thirds but not less than six voting members of the Executive Committee shall constitute a quorum. Proxies shall be counted as members present.

**Section 4.** The Executive Committee shall be responsible for the administration of the Chapter and shall take all necessary actions to ensure the growth and success of the Chapter within the provisions of this constitution and the policies established by the National Society. Specifically, the Committee shall:

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

a. Approve proposed amendments to the Chapter Constitution by a two-thirds vote, subject to final approval by a majority vote of the general membership in attendance at the next regularly scheduled meeting.

b. Approve develop and proposed annual budget subject to final approval by a majority vote of the general membership in attendance at the next regularly scheduled meeting.

c. Approve un-programmed expenditures of \$500.00 or less.

d. Approve un-programmed expenditures of more than \$500.00 subject to final approval by a majority vote of the general membership in attendance at the next regularly scheduled meeting.

e. Approve Audit reports.

f. Make final approval of a member nominated for an Honorary Membership prior to submission to the National Executive Committee.

**Section 5.** The HQ AMC Deputy Chief of Staff for Resource Management, G-8 will serve as an advisor to the Executive Committee and as liaison to the Command Group and the AMC Commander. Any other General Officer members shall also serve as executive advisors.

**ARTICLE V – OFFICERS**

**Section 1.** The election of officers of the Chapter shall be as follows:

a. Annually, by 1 July, the Chapter President shall appoint and announce a Nominating Committee. The Nominating Committee will consist of three individuals, two of which may be members of the current Executive Committee (individual's not seeking office in the next Executive Council or are running unopposed) and one who must be non-Executive Committee member. The Nominating Committee will attempt to solicit nomination of at least two members for each of the following elective chapter offices: Executive Vice-President, All Vice-Presidents, Secretary and Treasurer. The Nominating Committee will accept additions to their slate of candidates from the general membership and will include it in a published list of candidates.

b. Annually, between 15 August and 15 September, an Executive Vice-President, All Vice-Presidents, a Secretary, and a Treasurer shall be elected by a plurality vote of the membership. Members of the Nominating Committee will conduct the election of officers.

c. The position of President will not be elected during the current election process. The current Executive Vice-President shall become the President of the Potomac Chapter during the next term of office.

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

d. In those cases where an individual runs for two offices simultaneously, the following shall apply:

(1) If the individual wins both offices based on election results – the higher of the two offices will be accepted.

(2) If the individual wins only one of the two offices, the position elected to will be accepted.

e. Elections shall be held during a one-month period using electronic mail or mailed ballot, to be counted by the Chairperson of the Nominating Committee prior to the September meeting. Installation of Officers shall be made at the regular meeting in October. The incoming and outgoing officers shall determine and coordinate the installation ceremonies, the audit of the Treasurer's accounts and the orderly transfer of powers and records.

f. Officers shall serve a term of twelve (12) months beginning 1 October and ending 30 September the following year. Officers are eligible for election an unlimited number of terms.

g. Should an office become vacant during the year, the Executive Committee will elect, by a majority vote, an eligible member to fill the vacancy for the balance of the unexpired term.

h. No person shall be eligible to hold office unless that person is a member in good standing at the time of the election.

i. All officers and committee members shall serve without compensation.

**Section 2. Duties.**

a. The President shall be the chief executive of the Chapter and shall preside at the meetings of the general Membership and the Executive Committee. Specifically, he shall:

- (1) Exercise general supervisory control over all officers of the Chapter.
- (2) Appoint all Chairpersons to chair committees.
- (3) Appoint such other committees as may be required.
- (4) Serve as an ex-officio member of all committees.
- (5) Execute such papers as may require his signature.
- (6) Enforce the Constitution, contracts, policies and directives of the Chapter.
- (7) Approve dates for meetings of the general membership.

b. The Executive Vice President shall assume the duties of the President during his absence and perform other duties as assigned by the President. The Executive Vice President ensures the Constitution and By-Laws are provided to newly elected officers and appropriate changes are voted on by the Executive Board and the general

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

membership in October or November. The Executive Vice President is responsible for setting up monthly executive meetings.

c. The Vice-President – Awards and Recognition shall assume the duties of the President and Executive Vice-President during their absence and shall be overall coordinator of the annual Chapter Competition program. In the absence of the President, Executive Vice-President and Vice-President – Awards and Recognition, the order of succession is as shown under Article IV.

d. The Secretary shall record the proceedings of the meetings, maintain all the Chapter documents and papers, and keep the Executive Committee apprised of Chapter operations. The Secretary is the back-up to Executive Vice President towards setting up monthly executive meetings.

e. The Treasurer shall receive and deposit all monies of the Chapter, pay its just bills, maintain its book of accounts and make appropriate reports on the financial conditions and operations of the Chapter. The Treasurer is responsible for ensuring that an audit of the Chapter Financial Statement is conducted annually.

**Section 3.** Chapter Vice-Presidents are responsible for most Chapter functions. In some cases, it may become necessary to establish a committee in order to accomplish a specific task. Chapter Committees may be appointed as required by the Chapter President. The Chapter President will determine which Chapter Vice-President will reside over a particular Committee. The duties and responsibilities of various committees include:

(a) Budget and Finance Committee (Treasurer/Vice-Presidents) is responsible for developing and preparing the annual budget as soon as possible after the start of the fiscal year; presenting the annual budget to the Executive Committee and General Membership for approval; and preparing a final Financial Statement, at the end of the fiscal year, to be presented to the General Membership for inspection.

(b) Audit Advisor (Treasurer) is responsible for ensuring that an annual audit of chapter financial statements is conducted in accordance with applicable provisions of paragraph 3-3, AR 210-22 and for providing a report to the General Membership.

(c) Programs Committee (Vice-President – Programs and Education) is responsible for developing a program in the general field of financial management that will appeal to the General Membership, which include securing guest speakers, panel members or other program materials for each General Membership meeting; obtaining biographical data (To be included in program) from the guest speaker to the Publicity Committee; arranging for an appreciation gift for outside guest speakers; and arranging Mini-Professional Development Institutes.

(d) Constitution and by-laws Committee (Executive Vice-President) acts as Chapter Advisor to the Executive Committee and General Membership for compliance with Constitution and by-laws.

# **CONSTITUTION AND BY – LAWS POTOMAC CHAPTER OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

(e) Publicity Committee (Vice-President – Communications) is responsible for promoting Chapter activities through local military and civilian Publications and publishing the monthly chapter newsletter.

(f) Scholarship Committee (Vice-President – Scholarships) is responsible for administering local scholarships/awards program; managing chapter input to National level; publicizing and assisting individuals in preparing nominations and assisting in meeting qualification requirements.

(g) Corporate Membership Committee (Vice President - Corporate Membership) is responsible for maintaining chapter corporate membership and forwarding corporate membership renewal fees to Chapter Treasurer for deposit.

(h) Membership Committee (Vice-President – Government Membership) is responsible for maintaining chapter membership rosters; updating and correcting ASMC National membership rosters; and forwarding membership renewal fees to the chapter Treasurer for deposit.

(i) Ways and Means Committee (Vice-President – Fundraising) is responsible for organizing and managing fundraisers.

(j) Chapter Competition Committee (Vice-President – Awards and Recognition) is responsible for collecting and calculating points for chapter competition and providing earned points (with documentation) to ASMC National Headquarters as required.

(k) Volunteer Committee (Vice-President – Charities and Community Service is responsible for coordinating and acting as a clearinghouse for volunteer, charity and community service activities.

## **ARTICLE VI - FEES AND DUES**

**Section 1.** The National Society and its Chapters are not instrumentalities of the United States and do not receive financial assistance from the Army or nonappropriated funds. The society and its Chapters are sustained through the collection of annual membership dues and various fund raising projects, e.g., bake sales, dances, raffles, carnivals and other similar activities.

### **Section 2.** Chapter Revenues.

- a. Dues are assessed on a fiscal year basis, 1 October through 30 September, and are payable in advance. Active, Associate, and Corporate members shall pay annual dues through the National Chapter located in Alexandria, Virginia.
- b. No dues or fees shall be charged to honorary members.

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

c. All revenues shall be deposited into the Chapter's bank account in tact.

**Section 3.** All members shall pay annual dues directly to the National Society Headquarters as invoiced. Members not remitting dues will be dropped from the rolls.

**Section 4.** Policies will be in accordance with current National policies.

**ARTICLE VII - BUDGET, FINANCE AND AUDIT**

**Section 1.** The Treasurer in coordination with the Executive Committee shall develop and prepare an annual budget as soon as possible after the beginning of the fiscal year. This document when approved by the Chapter President shall constitute the Chapter's Financial Plan. No expenditure of funds shall be made which is not in consonance with the approved budget unless submitted to and approved by the Executive Committee. The Executive Committee must approve expenditures necessary prior to approval of the budget.

**Section 2.** Upon revocation of the Chapter's Charter for any reason, all just debts shall be paid.

**Section 3.** At the close of each fiscal year, the Executive Committee shall cause to be made a financial statement that shall be available for inspection by the entire membership. The annual statement will be used as a basis of the audit. This financial statement shall be submitted to the installation commander for review if requested.

**Section 4.** An annual audit will be performed in accordance with the applicable provisions of AR 210-2, paragraph 3-3.

**ARTICLE VIII - FISCAL YEAR**

**Section 1.** The Chapter's Fiscal Year shall be from 1 October through 30 September.

**ARTICLE IX – RECORDS**

**Section 1.** The Chapter shall maintain the following records on a permanent basis:

- a. National Society Constitution and By-Laws
- b. Chapter Constitution and By-Laws
- c. Policy Declarations
- d. Chapter History
- e. Minutes of the meetings of the Executive Committee
- f. An annual activity report will be prepared, to include a synopsis of the previous year's activities and any changes to its organization or operation

**Section 2.** The Chapter books of account and checkbooks shall be retained until audited and for the periods required by applicable laws, statutes and regulations.

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

**Section 3.** Books of accounts, minutes and membership rosters shall be retained for the fiscal year prior to the latest Audit and for the succeeding period.

**Section 4.** If the Chapter surrenders its Charter for any reason, its records will be disposed of in accordance with the National Chapter Regulations.

**Section 5.** The Chapter shall maintain and provide a copy to the Executive Director, an officer directory showing addresses and business telephone numbers of each officer and official address of the Chapter. This directory shall be revised upon any changes.

**ARTICLE X – PUBLICATIONS**

**Section 1.** A chapter newsletter shall be published at least every two months and distributed to all members.

**Section 2.** From time to time, the Chapter shall publish special technical papers dealing with Comptrollership issues.

**ARTICLE XI - RULES OF ORDER**

**Section 1.** All meetings shall be conducted in accordance with Robert's Rule of Order unless otherwise provided for herein.

**ARTICLE XII - EFFECTIVE DATE**

**Section 1.** This Constitution shall become effective the date upon which the National Society issues a charter to the Potomac Chapter. It shall be submitted for annual review and, if necessary, modified as appropriate.

**ARTICLE XIII - INSIGNIA AND COLORS**

**Section 1.** Insignia and colors for the Potomac Chapter will be identical with those of the National Society.

**ARTICLE XIV - DISSOLUTION OF THE NATIONAL SOCIETY**

**Section 1.** In the event of dissolution of the National Society, the Chapter's assets shall be disposed of in accordance with provisions of Article IX of the National constitution.

**Section 2.** If for any reason, circumstances warrant dissolution of the Chapter, a two-thirds vote of the Executive Committee is required to effect dissolution of the Chapter.

**CONSTITUTION AND BY – LAWS  
POTOMAC CHAPTER OF THE  
AMERICAN SOCIETY OF MILITARY COMPTROLLERS**

**Section 3.** In the event of dissolution of the Chapter, all assets shall be converted to cash if feasible, all liabilities paid in full and the balance donated to charitable organizations by action of the Executive Committee, subject to the approval of the installation commander.

Approved as modified, by majority vote on March 31, 2010



Terry Scott

President, Potomac Chapter

American Society of Military Comptrollers