

CONSTITUTION OF THE RIO GRANDE CHAPTER

American Society of Military Comptrollers

ARTICLE I – Name

The name of this organization will be the **Rio Grande Chapter of 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, accounting, finance, budgeting, programming, reporting statistics, auditing, cost analysis, management analysis, and supporting activities in management/industrial engineering, automatic data processing, operations research/systems analysis, and such other fields as the National Council may designate. It is a local organization, but it will be affiliated with the national organization, American Society of Military Comptrollers, Alexandria, Virginia.

ARTICLE II – Purpose of the Chapter

Section 1. The purpose of this Chapter is to:

- a. Afford a means by which members in the Albuquerque area who are or have been engaged in Comptrollership may, through combined action, application of advanced knowledge, techniques and sound management, assist in maintaining and improving the high standards of Comptrollership;
- b. Foster a spirit of good will and good fellowship among its members.
- c. Perpetuate the traditions growing out of their service together in and with the Armed Forces of the United States of America.
- d. Promote education and training in Comptrollership.
- e. Exchange ideas and techniques of dealing with common problems of the Services.

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

- a. Conduct meetings, attend conventions, seminars, and other professional meetings;
- b. Initiate and exchange correspondence;
- c. Contribute to the National Society's publications in which ideas and professional information concerning Military Comptrollership are exchanged;
- d. Cooperate with other educational and professional organizations in matters of mutual interest;
- e. Sponsor individuals for formal recognition by the National Society who have made outstanding contributions to the advancement of military comptrollership;
- f. Foster training opportunities.

ARTICLE III – General Provisions

Section 1. The organization 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 conditions of applicable Air Force Instructions.

Section 2. All members will understand fully that they are personally liable if the assets of the organization are insufficient to discharge all liabilities. 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 Council, is authorized to commit or expend funds for the chapter.

Section 4. Neither the United States Air Force 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 United States Government.

Section 6. The organization will not engage in any activities which are in conflict with those authorized for Type 2 affiliated private organizations described in Air Force Instructions.

Section 7. The following are basic policies of this organization:

- 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 organization shall be noncommercial, nonsectarian, and nonpartisan.
- c. The name of the organization 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 organization.
- d. 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 an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- e. 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 provision of any future United States Internal Revenue law).
- f. No part of the net earnings of the organization 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 payment and distributions in furtherance of the purpose set forth in Article II thereof. No substantial part of the activities of the organization shall be carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or

intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted (a) by any organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law) or (b) by an organization contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE IV – Membership

Section 1. There will be five classes of membership:

- a. Active members will be military (officers and enlisted) and civilian who are actively employed or have been actively employed in the military comptrollership field. Military comptrollership is defined as the profession of comptrollership in the Department of Defense and the Coast Guard, to include the fields of financial, general, and resource management; accounting; finance; budgeting; programming; reporting; statistics; auditing; cost and price analysis; management analysis; manpower management; and supporting activities in management/industrial engineering; computer science; automatic data processing; operations research; systems analysis and other such fields as the National Council may designate. Active members to remain in good standing must have paid the appropriate dues and fees.
- b. Life members will be those active members who have been in good standing for twenty consecutive years or who have been past National Presidents.
- c. Associate members will 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.
- 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 will be submitted through any ASMC member. Such applications will be forwarded to the Executive Director for processing. Honorary members will be nominated by the Chapter President and approved by the National President.

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

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

Section 6. 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 7. 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. A member suspended for nonpayment of annual dues may be readmitted to the Society by the National council upon application through the Chapter.

Section 8. An active member who has resigned will be dropped from the membership of the Chapter effective the date of resignation.

Section 9. A member who has resigned, been suspended, or expelled, will forfeit all privileges in the Society, and all his rights will cease and terminate in all holdings and assets, real property and effects owned or held in trust or operated by the Rio Grande Chapter of the American Society of Military Comptrollers.

Section 10. 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 provisions of the organization's Constitution and by-laws. Membership in this organization shall be available without regard to race, color, creed, sex, or national origin.

ARTICLE V --Chapter Officers

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

- a. President
- b. Vice Presidents of various organizations. The Vice President who belongs to the same organization as the President shall be called the Executive Vice President
- c. Secretary/Executive Officer
- d. Treasurer
- 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 two-thirds majority vote of the membership of the Chapter attending a regular or special meeting. Proxy instruments submitted by absent members will be considered as valid deputation of voting privileges 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, a Nominating Committee will be established. The Nominating Committee will be composed of at least three members selected by the President from the membership at large. Nominees selected by the Committee 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 un-expired 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 Executive Vice President shall serve notice of the election and act as President until the election.

ARTICLE VII – Duties of Officers

Section 1. The President will be the presiding officer and will enforce all laws, contracts, etc. 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. In the temporary absence of the President, the Executive Vice President will perform the duties of the President.

Section 3. The Executive Vice President is responsible for ensuring that meetings are conducted using proper parliamentary procedures in accordance with Robert's Rules of Order Revised.

Section 4. The Secretary will record the proceeding of the meetings and keep an exact roster of the membership. The Secretary will be custodian of the Charter, seal, laws, documents, and papers of the Chapter and will maintain contact with the Executive Director, answer correspondence, provide assistance and perform such other duties as may be directed by the President.

Section 5. The Treasurer will receive and deposit all money's of the Chapter, pay 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 or the President will sign all checks or warrants on the funds of the Chapter.

ARTICLE VIII – Meetings and Quorums

Section 1. Meetings of this organization shall be held at least quarterly. Dates of meetings shall be determined by the Executive Committee.

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

Section 3. The election meeting shall be held during the period 1 March - 30 May.

Section 4. Ten members shall constitute a quorum for the transaction of business in any membership 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 Robert's Rules of Order Revised.

ARTICLE XI – Bylaws

This Constitution may be supplemented by such by-laws as necessary and said by-laws will be effective when passed by a majority vote of the Chapter membership. A copy of this Constitution and by-laws will be submitted to the National Council.

ARTICLE XII – Amendments

Section 1. This Constitution may be amended at any regular meeting of the organization 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's Executive Committee and the Installation Commander. 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 by-laws as a substitute for the existing constitution or by-laws only by a majority vote of the Executive Committee. The requirements for adoption of a revised constitution or by-laws shall be the same as in the case of an amendment.

Section 3. The Constitution and by-laws shall be review every year by the Executive Committee.

ARTICLE XIII – Effective Date

This Constitution, together with the organizations by laws, shall become effective when approved by a majority vote of the organizations’s general membership.

 Chapter President’s Signature

Installation Date: _____

**BY-LAWS OF THE RIO GRANDE CHAPTER
American Society of Military Comptrollers**

ARTICLE I - Insignia

In addition to the standard insignia of the Society, the Rio Grande Chapter insignia will be used on letterheads, certificates and other appropriate documents and media. The Rio Grande Chapter insignia has the designation of Rio Grande Chapter, New Mexico in the outer state shape; the inner insignia contains the National insignia within a "zia sun" a gecko is placed in the lower right had corner.



ARTICLE II - Colors

The Colors of the Society--green and gold--will be employed by the Chapter for appropriate designated purposes. The colors will be specifically a green ribbon with a narrow gold strip in the center.

ARTICLE III – Fiscal Year

The fiscal year of the Chapter will be from 1 July through 30 June.

ARTICLE IV – Chapter Officers Term of Office

The term of office for all positions will be one year and will commence in June and end upon installation of new officers at the June meeting of the following calendar year.

ARTICLE V – Chapter Records

Section 1. The following records of the Chapter must be kept on a permanent basis and are the responsibility of the office of the Secretary/Executive Officer:

- a. Minutes of the meetings of the National Executive Committee and the National Council.
- b. Chapter Constitution and by-laws.
- c. Minutes of the meetings of the Chapter.

Section 2. The Chapter's books of account and checkbooks for the fiscal year prior to the last audit and succeeding years up to the current fiscal year will be retained by the office of the Treasurer.

Section 3. The financial records will be audited as of the end of each fiscal year by an auditor or audit committee appointed by the Executive Committee less the Treasurer.

Section 4. The Chapter's membership roster will be retained by the office of the Secretary for fiscal year prior to the last audit and for succeeding years.

ARTICLE VI – Membership Fees and Dues

Section 1. Members of this Chapter will pay fees and dues as provided by the National Constitution and by-laws. Dues will be consistent with the policy prescribed by the National Council. Honorary members will not be required to pay any fees or dues.

Section 2. All retained funds of the Chapter will be deposited into a federally ensured account established in the name of the Chapter.

ARTICLE VII – Procedures For Membership

Section 1. Membership procedures will be performed as outlined in the ASMC Chapter Handbook. Applications, together with necessary dues and fees, will be forwarded to the ASMC National Headquarters for processing through the National Council. The Executive Director will issue an appropriate Certificate of Membership.

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

Section 3. Procedures for life membership and honorary membership will be in accordance with the National Constitution and this Chapters Constitution.

ARTICLE VIII – Transfers of Membership

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

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

ARTICLE IX - Election of Officers

The following will govern the election of all officers:

Section 1. Officers as provided in Article V of the Chapter Constitution will be elected by a simple majority vote of the members present and voting in accordance with Article VIII section 3 of the Constitution.

Section 2. An office becoming vacant during the year will be filled in accordance with Article VI, section 3 of the Chapter Constitution.

ARTICLE X - Committees

Each committee will normally consist of three members. The chairperson of each committee will be appointed by the President to serve for one year. Each committee will present a brief report at each Executive Committee meeting. Meetings will be held at the discretion of the Committee Chair as needed to conduct the business of the committee. Committees and their functions will be:

Section 1. Executive Committee: The Executive Committee will be composed of the Chapter Officers (Article V, Section 1, Chapter Constitution). It will be chaired by the Chapter President and will conduct and be responsible for all Chapter business matters. Also, the Executive Committee develops and supervises the overall Chapter Program.

Section 2. Membership: The membership Committee will be responsible for securing new members, following-up on old members, and ensuring all members information is updated with National Headquarters.

Section 3. Program and Education: The Program and Education Committee is responsible for making arrangements for general membership meetings, including the programs and agenda of such meetings. The Committee will also distribute available educational materials to the Chapter membership.

Section 4. Scholarships: The Scholarship Committee is responsible for promoting the ASMC Scholarship Program and for screening scholarship applicants at the chapter level and for the recommendation of the nomination to the national competition.

Section 5. Awards: The Awards Committee is responsible for the Comptrollership Awards Competition Program at the Chapter level and for the nominations to the national competition.

Section 6. Regional PDI: The Regional PDI Committee is responsible for coordinating with other New Mexico/El Paso Chapters in presenting the Southwest Regional PDI.

Section 7. Fund Raiser: The Fund Raiser Committee is responsible for all Chapter fund raising events.

Section 8. Community Service: The Community Service Committee is responsible for all donations and activities that incorporate the local community.

Section 9. PDI Booth: The PDI Booth Committee is responsible for the Chapter Booth at PDI.

Section 10. Publicity: The Publicity Committee is responsible for all local and national publicity for the chapter.

Section 11. Other Committees As Needed: Additional committees may be established for specific tasks and approved by the Executive Committee. Each committee will be developed and included in the updated by-laws each year.

ARTICLE XI CHAPTER MEETINGS

Meetings of the Rio Grande Chapter will be determined by the Chapter Executive Committee in accordance with Article VIII, Chapter Constitution.

ARTICLE XII – Change of Address

Each member is responsible to keep the Membership Committee and/or the Secretary informed of any change of address. The Membership Committee will ensure National Headquarters is notified of all address changes when updating the membership roster.

ARTICLE XIII - Amendments

These by-laws may be amended by the majority vote of the Chapter membership at a regular meeting and such amendments will be submitted to the National Headquarters.

ARTICLE XIV – Effective Date of by-laws

These by-laws will be effective upon approval by the general membership.

