



## American Society of Military Comptrollers

Southside Virginia Chapter  
P.O. Box 5417  
Fort Lee, Virginia 23801-0417

# BYLAWS OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS SOUTHSIDE VIRGINIA CHAPTER

*Approved by the General Membership on  
November 30, 2021*

## ARTICLE I

### Name

The name of this organization shall be the **Southside Virginia Chapter of the American Society of Military Comptrollers**, hereinafter called the **Chapter**. The Chapter shall abide by the provisions of the Constitution and Bylaws of the **American Society of Military Comptrollers** and the Constitution and Bylaws of this Chapter.

## ARTICLE II

### Purpose

**Section 1.** The purpose of this Chapter is to follow the guidelines provided by the National Constitution and Bylaws and the Chapter Constitution and Bylaws.

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

- a. Conduct seminars and other educational meetings.
- b. Cooperate with other nearby educational institutions and professional organizations in areas of mutual interest.
- c. Encourage inter-Chapter meetings and activities and a free exchange of techniques, approaches and problem solving information.
- d. Provide a forum to attract all eligible members and 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.
- e. Give formal recognition to individuals who have made outstanding contributions to the advancement of military comptrollership.

- f. Participate in the Society competition programs to achieve national recognition of the Chapter and its individual members.
- g. Generate revenue needed to provide annual scholarships to eligible students. Scholarship selection criteria to be determined and approved by the Executive Committee.
- h. Identify members with leadership abilities and develop those members as Chapter officers, and motivate all members to assume and fulfill responsibilities to the Chapter and other members.
- i. Foster a spirit of good will and fellowship among Chapter members and perpetuate friendship and traditions growing out of their service together in and with the Armed Forces of the United States of America.
- j. Seek out opportunities to assist and improve the community of Fort Lee and surrounding communities within the Fort Lee vicinity.
- k. Develop a working relationship with National Headquarters to assist in developing new ideas and programs for dissemination throughout the Society.
- l. Publish the *Southside Journal* and other publications dealing with military comptrollership.

**Section 3.** The Chapter is non-profit, non-partisan, and non-sectarian.

## ARTICLE III

### General Provisions

**Section 1.** The official seal of the Southside Virginia Chapter of the American Society of Military Comptrollers will 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.

**Section 2.** The standard insignia of the Society – for use on letterheads, certificates, and other appropriate documents and media – will be used by the Chapter with the designation “Southside Virginia Chapter.” The insignia will be a graph in the form of a shield surrounded by a wreath of laurel; an eagle clutching an American flag at the top; the shield surmounted by a sword – pointed toward the eagle – over which is surmounted the account book and quill.

**Section 3.** The colors of the Society – green and gold – will be employed by the Chapter for appropriate purposes. The colors will be specifically a green ribbon with a narrow gold strip in the center.

**Section 4.** Membership dues and fees will be prescribed by the National Council. The Chapter may prescribe additional Chapter dues or fees by recommendation of the Finance Committee and approval of the Executive Committee. Any such additions shall be documented in the Chapter financial plan and shall be published by 1 April to be effective for the following membership year. All Chapter funds will be deposited into bank accounts, federally insured savings and loan associations, or credit unions established in the name of the Chapter.

**Section 5.** The fiscal year of the Chapter shall be the same as the fiscal year of the National Society, July 1 through June 30.

**Section 6.** The Chapter financial records will be audited as of the end of each fiscal year by an auditor or Audit Committee appointed by the Executive Committee. The audit must be completed within 90 days of when the newly elected officers take office and a copy of the audit should be sent to National Headquarters.

**Section 7.** Expenditure of Chapter Funds requires prior approval of the Chapter Treasurer and President. To receive reimbursement, all appropriate receipts must be provided.

**Section 8.** The following records of the Chapter must be retained and made available to the Chapter members.

- a. National Constitution and Bylaws.
- b. National Policy Declarations.
- c. Minutes of the meetings of the National Council.
- d. ASMC Handbook.
- e. Chapter Constitution and Bylaws.
- f. Chapter Handbook.
- g. Minutes of the meetings of the Chapter Executive Committee and general membership.
- h. Chapter books of account, checkbooks, audit reports, and other fiscal records per applicable laws, statutes, and regulations.
- i. Chapter membership rosters.
- j. Electronic copies of the *Southside Journal*.

**Section 9.** The Chapter shall publish a newsletter called the *Southside Journal* no less than quarterly.

- a. The Editor of the *Southside Journal* is appointed by the President with approval by the Executive Committee for one year and may be reappointed by the succeeding President with approval by the succeeding Executive Committee.
- b. The Editor is responsible for publishing and distributing the *Southside Journal*.

- c. The Editor is responsible for ensuring the *Southside Journal* complies with the stated criteria for newsletters in the Chapter competition Program. Specifically, the *Southside Journal* should include a President’s message of at least 100 words, summary of the most current meeting, announcement of future monthly meetings (date, time, place, and speaker), National ASMC news, membership news, and, if available, a short feature article on a professional/technical topic.

## ARTICLE IV

### Membership

**Section 1.** There will be four classes of membership: Active, Life, Associate, and Honorary, as provided in Article IV of the Chapter Constitution.

**Section 2.** Applications for active, life and associate memberships will be submitted through any ASMC member to the Membership Committee. Such applications, together with the necessary fees and dues, will be forwarded to the ASMC National Headquarters for processing. Honorary members will be nominated by the Chapter President and Executive Committee, and approved by the National President. The Executive Director will issue an appropriate Certificate of Membership.

**Section 3.** Members of this Chapter will pay fees and dues as prescribed by the National Constitution and Bylaws. Half-year and “early bird” dues will be consistent with the policy prescribed by the National Council. Honorary members will not be required to pay any dues or fees.

**Section 4.** The Chapter will accept transfer of, and extend guest privileges to, all members in good standing from any other Chapters or from the National Headquarters. Transfers will be accepted in the status as held by the member on the date of application of transfer. There will be no transfer charges, and no transfer of funds between Chapters in connection with the transfer of individual memberships.

## ARTICLE V

### Officers

**Section 1.** The Chapter shall have the following officers who shall serve without compensation.

- a. President
- b. President-Elect
- c. Vice President, Combined Arms Support Command (CASCOM)
- d. Vice President, Defense Commissary Agency (DeCA)
- e. Vice President, Installation Management Command (IMCOM)
- f. Vice President, Defense Logistics Agency (DLA)

- g. Vice President, Defense Contract Management Agency (DCMA)
- h. Secretary
- i. Treasurer

**Section 2.** All officers, with the exception of the President, President-Elect, and the Treasurer, shall be elected annually and be eligible for re-election in successive years. The President and President-Elect shall serve two year terms and shall not serve successive terms unless the expiring term is less than the period of a full term. The Treasurer will be elected for a three year term to uphold continuity of operations and shall be eligible for re-election in successive years. Terms of office will coincide with the fiscal year of the National Society, July 1st through June 30th annually.

**Section 3.** Duties of the Officers are:

- a. **President.** Shall serve for two years as the Chief Executive Officer of the Chapter and shall preside at meetings of the general membership and Executive Committee. Specifically,
  - (1) Exercise general supervisory control over all officers of the Chapter.
  - (2) Appoint all special officers and chairpersons of standing and special committees.
  - (3) Serve as an ex-officio member of all committees.
  - (4) Execute such papers as may require the President's signature.
  - (5) Enforce the Bylaws, policies and directives of both the National Society and the Chapter.
  - (6) Display or store Chapter awards and plaques of merit presented to the Chapter over the preceding years. Pass along these and other Chapter properties to the newly installed Chapter President by August 1 of each year.
- b. **President-Elect.** Shall serve for two years as a member of the Executive Committee and then shall automatically accede to the Office of the President for a term of two years. The President-Elect shall perform duties of the Chapter President in the absence of the President.

- c. **Vice Presidents.** Shall serve for one year acting as advisor to the President and as representative of their installation or organization, performing appropriate liaison responsibilities and other duties as assigned by the President. Vice Presidents may also serve as standing Committee Chairpersons. Vice Presidents are also responsible for identifying and reporting to the Editor of the *Southside Journal* all newsworthy events in their organizations such as member recognition through awards or accomplishments, for reporting member recognition in the Journal. Vice Presidents are encouraged to submit a professional/technical article for possible publication in the *Southside Journal*. Chapter Vice Presidents will collect reservations and monies from organization personnel for general membership meetings and provide same to the Program Committee chairperson by the required date.
  
- d. **Secretary.** Shall serve for one year recording the proceedings of both the Executive Committee and general membership meetings and maintaining all the Chapter's current and historical documents and papers. The Secretary is responsible for notifying officers and members of Executive Committee meetings and shall perform communications and duties required by the President. The Secretary is also responsible for keeping officers and Committee Chairpersons informed of Chapter affairs, events, and meetings. The Secretary, in coordination with the Membership Chair, will maintain an accurate email distribution list of active Chapter members and provide central email notification to Chapter members of upcoming Chapter meetings and events, as well as news of general interest.
  
- e. **Treasurer.** Shall serve for three years receiving and depositing all monies of the Chapter, paying its just debts, maintaining its books of account, and making appropriate reports on the Chapter's financial condition and operation to the Executive Committee and the general membership. The Treasurer will deposit and maintain all monies in local financial institutions and keep appropriate records consistent with generally accepted accounting principles. The Treasurer will complete report of financial condition and forward same to the National Treasurer upon approval by the Executive Committee. The Treasurer will file appropriate state and federal non-profit organizational tax reporting as required by law. The Treasurer's financial records and books shall be subject to and available for independent audit assessment annually between the dates of July 1 and September 30.

## ARTICLE VI

### Nominations and Elections

**Section 1.** The annual election of Chapter officers, with the exception of those noted in Section 2, shall be held by June 25<sup>th</sup> each year. Officers shall assume their duties for a period of one year, from July 1 to June 30.

**Section 2.** The President shall appoint one representative from each major activity and installation where there are Chapter members to serve on a Nominating Committee, and shall designate an Elections Chairperson. The Nominating Committee shall be responsible for obtaining written nominations for each of the Chapter's elected officers, and providing official election ballots via email to the Chapter membership.

**Section 3.** Only active members in good standing and who have given their consent shall be eligible to serve as an elected officer.

**Section 4.** The Election Committee, consisting of the President-Elect and those persons identified to assist the President-Elect, will conduct the election during June of each year. The Election Committee will verify the voter's ASMC membership (only active and life members can vote); distribute, collect, and count the ballots; record the results; and give the results to the President. Ballots will be retained by the Nominating Committee for two weeks following public announcement of the incoming officers for the following year. The President shall announce the results. Any request for a recount of the election ballots must be made within one week following the election, after which time the ballots shall be destroyed.

**Section 5.** A simple majority of votes will determine the winning candidate for any elective office.

**Section 6.** Newly elected officers shall be installed at the regular July meeting and shall take office at the beginning of the fiscal year, July 1 through June 30.

**Section 7.** In the event of the death, resignation or incapacity of the President, the President-Elect shall assume the office and a special election will be held to elect a new President-Elect. If the President-Elect is unable to succeed directly to the office of the President, the Chapter will conduct elections for both the President and President-Elect. In the event of the death, resignation or incapacity of the President-Elect, the Chapter may hold a special election to fill the vacancy. Alternatively, by majority vote, the Chapter Executive Committee may appoint one of the current Vice-President's to fill the vacancy. Determination of which alternative (full Chapter vote or Chapter Executive Committee appointment) will be made by the Chapter President based on the current situation and will be made in the best interests of the Chapter.

**Section 8.** The President, with approval of the Executive Committee, will appoint a member to serve the unexpired term for vacancies in offices other than President and President-Elect.

**Section 9.** Any officer may be removed from office for proper cause by a three-fourths vote of the membership of the Chapter attending in regular or special meeting.

## ARTICLE VII

### Executive Committee

**Section 1.** The President, elected and appointed officers, and standing Committee Chairpersons shall constitute the Executive Committee.

**Section 2.** The Executive Committee shall meet upon call of the President.

**Section 3.** For the purpose of transacting business, actions become effective with a majority vote of the Executive Committee members present. 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 assure the growth and success of the Chapter within the provisions of these Bylaws and the policies established by the National Society. Specifically, the Committee shall:

- a. Designate Vice-Presidential organizations.
- b. Approve dates for meetings of the general membership.
- c. Approve un-programmed or non-routine expenditures.
- d. Appoint a qualified individual or committee to perform annual audit of financial accounts and approve audit reports. Appointment is complete once audit reports are approved.
- e. Approve individuals nominated for an honorary membership for submission to the National Executive Committee.
- f. Approve Chapter programs for the year.
- g. Approve Chapter awards.
- h. Appoint an Editor for the *Southside Journal*. Appointment is for the fiscal year and the Editor may be re-appointed by the proceeding Executive Committee.
- i. Appoint a Historian. Appointment is for the fiscal year and the Historian may be reappointed by the succeeding Executive Committee. The Historian is responsible for maintaining history of Chapter, photographing Chapter activities, maintaining and updating listing of all Presidents and monthly programs.
- j. Appoint a Web Master for the Chapter website. The Web Master is responsible for keeping web site current and up to date, verifies completion of reports and meeting minutes with the Chapter Secretary and Committee Chairpersons, and posts current items of interest and archives items as needed.

**Section 5.** All Chapter business not specifically reserved for full membership shall be administered by the Executive Committee. However, any action taken by the Executive Committee is subject to general membership veto by a two-thirds vote of the members present and voting.

## ARTICLE VIII

### Standing Committees

**Section 1.** Standing Committees of the Chapter shall be Competition, Scholarship and Awards, Education and Training, Ways and Means, Membership, Programs, Publicity, and Community Service. In addition, the Executive Committee may approve other special Ad Hoc committees when necessary.



**Section 2.** Committee duties are:

**a. Competition.** Responsible for administering the Chapter Competition Program.

- (1) Chapter Competition Program (CCP). Appointed by the President, individual is responsible for ensuring the Chapter fully participates in the National CCP, actively publicizing and promoting CCP, and keeping the Executive Committee and the general membership informed on Chapter progress. Responsible individual ascertains criteria and Chapter requirements of National ASMC Chapter awards; collects Chapter event reports and happenings throughout the report year, April 1 through March 30; and sends Chapter Competition package to National to arrive prior to the published cutoff date.

**b. Scholarship and Awards.** Responsible for the Chapter Member Awards Program and the Scholarship Program.

- (1) Chapter Member Awards Program (CMAP). Appointed by the President, individual is responsible for administering a member's awards program that recognizes individual members' accomplishments, participation in Chapter events, enhances Chapter membership, and supports the National Society's award program. The CMAP Chairperson collects appropriate data in accordance with Executive Board approved criteria; recommends CMAP criteria and award selection changes to the Executive Committee for vote and approval; and reports to the President and Executive Committee on Member Award selection.
- (2) Scholarship Program. Individual is responsible for administering all aspects of the Chapter's graduating high school senior and continuing education scholarship program; keeps the Executive Committee and general membership informed of program activity; maintains current criteria for scholarship and continuing education awards and makes recommendations for approval of awards to the Executive Committee annually by May 1; and provides official notification to award winners and arranges their recognition at the May monthly membership luncheon.

**c. Education and Training.** Responsible for developing, promoting, and improving the understanding of military financial management by members of the Chapter, non-members interested in military financial management, and students and educators at nearby colleges and universities. In carrying out this responsibility, the Chairperson shall initiate, plan, and conduct an annual mini-Professional Development Institute which awards Chapter-issued Continuing Professional Education (CPE) credits.

- (1) Works closely with the National Headquarters Professional Development Committee, nearby educational institutions, and other professional organizations.
- (2) Arranges public seminars or symposiums on financial management and invites other professional organization members and local business representatives to participate.

- (3) Identifies and acquires guest speakers to and from other organizations.
- (4) Serves as an advocate for professional certifications and makes arrangements for on-site certification testing as required.

**d. Ways And Means.** Responsible for planning and developing a strategic and current year financial plan for the Chapter. This plan shall provide the ways and means for generating revenue and an associated expense budget. Also responsible for:

- (1) Developing a financial plan for three years, including the current year and presenting the plan to the Executive Committee for approval by the third month of the new fiscal year. The Executive Committee will use the existing strategic plan until a new plan is developed.
- (2) Organizing and implementing current year fund-raising activities to support Chapter activities.
- (3) Monitoring the current year financial execution to evaluate the effectiveness of fund-raising activities and Chapter expenditures against the planned budget.
- (4) Reporting financial execution monthly to the Executive Committee, making recommendations needed to keep revenues and expenditures in line.

**e. Membership.** Responsible for administering the Chapter Membership Program, Corporate Membership Program, and Retired Membership Program.

- (1) Chapter Membership Program. Responsible for maintaining the official Chapter membership roster; administering new and renewal memberships; suggesting ways to maintain and increase active membership; serving as central point of contact for area membership representatives and performing all membership liaison functions with the National Society. With the Chapter President, introduces new members at the next monthly Chapter meetings. Also supports administrative communications by providing email addresses for current membership.
- (2) Corporate Membership Program. Responsible for actively seeking new corporate members through correspondence, phone calls, or personnel contacts. Shall assist in any Chapter and Corporate interfacing such as luncheons, formal presentations by corporate members, professional cross feed, or Professional Development Institute participation.
- (3) Retired Membership Program. Responsible for all activities involving the retired membership. This includes, but is not limited to, recruiting new and renewal members, soliciting ideas from retired members to increase their numbers and participation, ensuring retired members are kept informed of Chapter activities, and representing the Chapter in all retired affairs.

**f. Programs.** Responsible for developing, and implementing a well-rounded program in the general field of financial management that will appeal to the Chapter membership. Chairperson shall:

- (1) Complete all necessary arrangements for identifying, acquiring, and providing support of guest speakers for monthly meetings of the general membership at public or private venues. When speakers address financial management topics, CPE credits shall be issued.
- (2) Make provisions for beverage service, menu options, and negotiate a per person cost and table arrangements for each meeting, as appropriate.
- (3) Collect lunch reservations and monies from Chapter Vice-Presidents for the general membership and notify meeting venue of number expected to attend meeting. Turn in collected monies to the Treasurer for deposit.
- (4) Ensure equipment required by the speaker is on hand.
- (5) Plan and complete all arrangements for additional meetings as directed by the President, and all for other meetings and activities involving participation of the Chapter.
- (6) Initiate and plan all special events, workshops, and seminars.
- (7) Conduct a survey during the year to determine membership preferences regarding date and time of monthly meetings, locations of monthly meetings, types of programs that should be presented, and any other pertinent information to assist in satisfying the desires of the general membership. Chairperson shall present findings to the Executive Committee within one month after this information is summarized and analyzed.
- (8) Develop a plan to be submitted to the National Society for next fiscal year's monthly program meetings of the general membership.
- (9) Present all plans for any program or meeting to the Executive Committee for approval.

**g. Chapter Publicity.** Responsible for ensuring wide publicity of Chapter meetings and events.

- (1) Arranges all Chapter publicity, both internal and external, by coordinating with Committee Chairpersons and shall provide for such publicity as directed by the President or the Executive Committee.
- (2) Creates and distributes meeting flyers electronically, makes arrangements for speaker gifts, issues speaker thank you notes as required, and coordinates coverage of events with local newspapers and military public affairs organizations.

**h. Community Service.** Responsible for the Chapter community service program.

- (1) Identifies and coordinates all Chapter community service opportunities and coordinates with the vice presidents for participation in the identified volunteer opportunities.
- (2) Verifies and documents Chapter participation in community service events and prepares and submits the required documentation to National to compete for volunteer service awards.

**i. Ad Hoc Committees.** Short range Ad Hoc committees may be established for specific tasks as approved by the Executive Committee. Each Ad Hoc committee will have a definitive Charter with beginning and ending dates.

**Section 3.** All Committee Chairpersons will develop and maintain committee handbooks when necessary to provide background and “how to” procedures needed to satisfy objectives and responsibilities of their committees. These handbooks will comply with the Chapter Constitution and Bylaws, including the requirements to meet Chapter goals for competition and awards. A copy of the committee handbook, and any changes during the year, will be provided to the Secretary who will maintain these committee handbooks as part of the Chapter Handbook. The President-Elect is responsible for reviewing these handbooks and providing a status report to the Executive Committee by the third month of the new fiscal year.

**Section 4.** All Committee Chairpersons shall deliver to their successors, immediately upon completion of the fiscal year, all records, committee handbooks, papers, and other pertinent materials.

**Section 5.** Committee chairpersons are also responsible for identifying and reporting to the Editor of the *Southside Journal* any newsworthy events such as, member recognition through awards or accomplishments, significant training completed, and any other event that deserves member recognition in the *Southside Journal*. Vice-Presidents and Committee Chairpersons should consider writing a professional article regarding military comptrollership for publication in the journal.

## ARTICLE IX

### General Membership Meetings and Quorums

**Section 1.** This Chapter shall hold twelve regular meetings during the fiscal year with one meeting each month from July through June, unless otherwise voted upon by the Executive Committee or the Chapter membership.

**Section 2.** Special meetings may be called by the President or the Executive Committee.

**Section 3.** For the transaction of Chapter business requiring a membership vote, a simple majority vote of general membership present shall constitute a quorum.

## **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**

### **Dissolution**

A two-thirds majority vote of the Executive Committee is required to propose any dissolution of the Chapter. Dissolution action shall be presented to the general membership and shall require concurrence by two-thirds of the general membership present and voting. Net assets of the Chapter shall then be disposed of under the direction of the Executive Committee, by donation to the National Executive Committee, charity organizations, or as otherwise determined. Any net liabilities (just and legal) of the Chapter are jointly and equally the personal liabilities of all active Chapter members. Chapter records shall be forwarded to the National Headquarters.

## **ARTICLE XII**

### **Ratification and Amendments**

**Section 1.** The Bylaws will become effective when approved by a simple majority vote of the eligible general membership present and voting.

**Section 2.** These Bylaws may be amended or repealed by a single majority vote of the members attending any regular business meeting provided due notice of the intended votewas made at either the regular business meeting immediately preceding or in the *Southside Journal*. The Bylaws may be amended or repealed by a two-thirds majority vote of the members attending any regular or special business meeting without prior notice.

**Section 3.** A copy of these Bylaws and any subsequent amendments will be submitted tothe National Headquarters.

**Section 4.** The Bylaws will be reviewed each year and any recommended changes submitted to the Executive Committee.