

CONSTITUTION OF THE  
GULF COAST CHAPTER  
AMERICAN SOCIETY OF MILITARY  
COMPTROLLERS

**ARTICLE I-DEFINITION**

The name of this organization shall be the Gulf Coast 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 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. The Gulf Coast Chapter of the American Society of Military Comptrollers is classified as a private organization.

**ARTICLE II-PURPOSE OF THE CHAPTER**

Section 1. The purpose of the Gulf Coast Chapter is to:

- a. Promote the education and training of the Chapter membership;
- b. Promote the development and advancement of the profession of military comptrollership;
- c. Promote a spirit of goodwill and fellowship among the members and perpetuate the friendship and traditions of military comptrollership.
- d. This chapter is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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

- a. Conduct meetings, seminars, and other professional activities;
- b. Assist members in activities to achieve the purpose of the Gulf Coast Chapter;
- c. Cooperate with other professional societies in matters of mutual interest;
- d. Give formal recognition to individuals who have made outstanding contributions to the advancement of military comptrollership.

## **ARTICLE III-MEMBERSHIP**

Section 1. There shall be five classes of membership:

a. Active members shall be persons who are or have been employed in the military comptroller 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 (20) consecutive years, who have paid the life membership fee, or who are past national presidents.

c. Associate members shall 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 remain in good standing; have paid the appropriate dues and fees.

f. Annual dues are established in accordance with the schedule shown in the National Chapter.

Section 2. Applications for Active, Life, Associate and Corporate memberships shall be tendered to the Gulf Coast Chapter. Such applications approved by the appropriate officers of the Gulf Coast Chapter shall be forwarded to the National Secretary who shall then issue the appropriate certificate of membership. Honorary members shall be nominated in accordance with the National Constitution.

Section 3. Honorary and associate members shall have the right to speak at meetings, but not to make motions, vote, or hold any office in the Chapter.

Section 4. All members of the chapter shall be affiliated with the American Society of Military Comptrollers.

Section 5. No discrimination will be made with regard to the individual's race, religion, creed, color, age, handicap, sex or national origin.

## **ARTICLE IV-RESPONSIBILITIES**

Section 1. The Chapter shall conduct programs and activities to promote the objectives of the American Society of Military Comptrollers. The Chapter will not conduct activities that compete with MWR, NAFI or Army Air Force Exchange Service programs on the installation. The Chapter will comply with all federal, state and local laws governing comparable civilian activities. The Chapter shall abide by the provisions of this Constitution and By-Laws, and the provisions of its Charter.

Section 2. The Chapter shall be fully and solely responsible for its own legal and financial affairs and shall hold harmless the National Council, the National Executive Committee, and the National Officers from any lawsuits, damages, other expenses or liabilities arising out of the activities of the Chapter. The Chapter and all members, however, are potentially personally liable if the organization's assets are not sufficient to cover its liabilities.

Section 3. The Chapter will maintain insurance coverage as required by the installation commander for its activities in accordance with AFI 34-223.

Section 4. The Chapter's source of income shall be from grants, returns from dues and fund raising activities approved by the Chapter's Executive Committee in accordance with the organization's National Constitution and By-laws with consent of the Installation Commander. The Chapter is a non-profit organization and no member of the organization can personally benefit from its operation. The income of the organization is used primarily to offset operational expenses and income may not accrue to individual members. An annual budget shall be submitted no later than the second month after installation of new officers and will be approved by a two-thirds majority vote of the Executive Committee. Any budget requests/increases exceeding \$100 after the initial budget is approved must also be approved by a two-thirds majority vote of the Executive Committee.

## **ARTICLE V-CHAPTER OFFICERS**

Section 1. Chapter officers shall consist of a president, and three vice presidents. One of the three vice presidents shall be nominated to represent an AFMC organization, one to represent any other tenant organization, and one to represent Hurlburt Field. The president shall designate one of the vice presidents to assume the duties of the president during any period of absence or incapacity. The incoming president will request an audit be completed within 90 days of the new Executive Council being inducted.

Section 2. All officers shall serve without compensation for a period of one year and may serve successive terms, commencing I May and ending 30 April. Should any office become vacant, the Chapter president, with the concurrence of the Executive Committee, may appoint a n Active or Life member to fill the office for the remainder of the term.

Section 3. The president, as chief executive, shall appoint active members for the offices of Chapter secretary, treasurer, enlisted advisor for Eglin and enlisted advisor for Hurlburt. The president shall also preside at all Chapter and Executive Committee meetings, appoint such standing and special committees

as may be required and act as ex-officio member of all committees with the exception of the Election Committee. In the execution of the powers of the office, the president shall enforce the Constitution, by laws, policies, and directives of the Society and the Chapter. In the performance of his/her duties, the president may, as deemed appropriate, assign duties and responsibilities to the various Chapter officers and committees.

Section 4. Should the office of president become vacant for any reason, one of the vice presidents appointed through Article V, Section I of this Constitution shall assume his/her duties and become the Chapter president. Should this assumption of command present an undue hardship or is undesirable to the vice president, he/she shall assume command of the Chapter and appoint a nominating committee chairperson. The Vice President shall serve as acting President until a general election can be held. The acting President will then install the new President at the next scheduled general membership meeting.

Section 5. The secretary shall record the proceedings of the meetings of the Chapter and the Executive Committee. The secretary shall be the custodian of all documents and permanent papers of the Chapter.

Section 6. The primary treasurer shall disburse all funds of the Chapter and shall serve as custodian of such funds. The treasurer shall keep regular accounts in books belonging to the Chapter which shall be open to inspection by any member of the Chapter's Executive Committee and within reasonable time to any regular member. The treasurer shall make a financial report at each regular Executive Committee meeting and at other times as required by the Executive Committee or by the president. The treasurer's power to manage the Chapter's financial records and transactions shall be limited to those transactions approved by the Executive Committee, except that the chapter president may authorize transactions of an emergency nature. The president must then inform the Executive Committee of any actions taken.

The president shall also designate a member of the Chapter Executive Committee to serve as an alternate treasurer, in the event of the temporary absence or incapacity of the treasurer. The alternate treasurer shall collect all funds of the Chapter. The president shall also appoint an individual to act as a Reconcile/Validate POC for treasury transactions; this position will be someone who reconciles statements and randomly checks transactions for accuracy and support in order to ensure financial records are audited ready. This person shall be independent of the primary and alternate treasurer. Financial records of the Chapter shall be audited as required by AFI 34-223, or as required per Article V, Section I of the Gulf Coast Chapter Constitution and By-laws.

Section 7. Any officer may be removed from office with or without cause by a two-thirds majority vote of the Chapter Executive Committee. Any officer may resign at any time, giving written notice to the Executive Committee, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **ARTICLE VI-ELECTION OF OFFICERS**

The president shall solicit and appoint an election committee no later than 28 February of each year. The Election Committee shall consist of at least two active members in good standing. The Election Committee shall solicit nominations from the general membership to determine Presidential and Vice-Presidential candidates. Nominees will be posted through an online poll for voting from membership. Election results shall be presented to the general membership after voting commences.

## **ARTICLE VII-COMMITTEES**

Section 1. Committees shall serve at the direction of the president. The president shall designate/appoint the committee chairperson to be responsible for the function of that committee and to coordinate all committee work. The president will make a determined effort to assure a cross-section of Chapter membership is represented in the committee.

Section 2. Standing committees, composition and duties:

a. Executive Committee shall consist of a president, all vice presidents, secretary, treasurer and committee Chairpersons, as required. The Executive Committee shall carry out the executive functions of the Chapter as provided in this and the National constitution. It shall be chaired by the Chapter president and normally meet before the monthly Chapter meeting.

b. Programs Committee shall consist of members appointed by the chairperson of the committee and the Chairperson of the Publicity Committee. A Program Committee Chairperson shall be appointed by the President. The committee shall arrange, schedule and coordinate Chapter meetings and social affairs.

c. Ways & Means Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on their respective committees. They shall plan, organize and coordinate fundraiser events and affairs.

d. Membership Committee shall consist of members appointed by the chairperson of the committee and two enlisted advisors, one representing Eglin and one representing Hurlburt, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on the committee. The committee members shall be the liaison points between the chapter and their organization. They shall plan, organize and coordinate membership drives of chapter events and affairs.

e. Publicity Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on the committee. The committee members shall be the liaison points between the chapter and their organization. They shall plan, organize and coordinate publicity of chapter events and affairs.

f. Education Committee shall consist of members to maintain records and to submit recommendations for national awards in the chapter Competition Program and the Chapter Scholarship Program. The chairperson shall appoint committee members, subject to approval by the Executive Committee.

g. Community Activities Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on the committee. They shall plan, organize and coordinate activities that provide community service involvement of chapter members.

h. Awards Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on the committee. They shall plan, organize and coordinate local chapter awards programs.

i. Mini Professional Development Institute CPD Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on the committee. They shall plan, organize and coordinate activities that provide valuable training for chapter members.

j. Certified Defense Financial Management (CDFM) Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. Committee Chairperson shall make a determined effort to assure a cross-section of chapter membership is represented on the committee. They shall coordinate CDFM opportunities for the chapter to achieve the chapter's annual objectives. The committee will set dates and arrange locations for CDFM testing and or study groups.

k. Information Technology (IT) Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. They shall coordinate and assist with any IT needs at training functions or group meetings.

l. Newsletter Editor/Publisher Committee shall consist of members appointed by the chairperson of the committee, subject to approval by the executive committee. They shall ensure the newsletter is published on a monthly basis and any other publications on an as needed basis.

Section 3. Other committees may be established as needed at the direction of the president and the Executive Committee.

## **ARTICLE VIII-DISSOLUTION**

A two-thirds majority vote of all Chapter members eligible to vote is required to affect dissolution of the Chapter. The net assets of the Chapter, upon dissolution, shall be distributed under the direction of the Executive Committee who shall coordinate with the National Executive Committee the dissolution of the Chapter. Any distribution of the Chapter's assets shall only be made to non-profit or charitable organizations. Chapter records shall be forwarded to the National Executive Committee.

## **ARTICLE IX- RATIFICATION, AMENDMENTS AND BY- LAWS**

Section 1. The ratification of the Constitution and By-laws shall be approved by two- thirds of the general membership voting for the establishment of this Constitution and By-laws for the Gulf Coast Chapter of the American Society of Military Comptrollers and its members.

Section 2. Amendment to this Constitution may be proposed by any active member of the Chapter or by a special committee appointed by the President. Changes to the By-laws of this Constitution shall require the concurrence of two-thirds of the members of the Chapter Executive Committee.

Section 3. The above Constitution and By-laws were approved by vote of the Chapter Executive Committee, Chapter of the American Society of Military Comptrollers on July 2013.

Section 4. All amendments are subject to final review by the Installation Commander.

## **ARTICLE X - INSURANCE**

Section 1. The organization has the responsibility of obtaining liability insurance against personal injury and property damage claims, and for misappropriation or embezzlement of funds by its members.

Section 2. By a majority vote of its members, the organization has determined that the normal course of activities of this organization does not require liability of fidelity insurance. There is limited risk and extremely low liability exposure.

Section 3. A wavier of insurance request is attached for the Installation Commander's approval/disapproval.

## **CONSTITUTION REVIEW**

Mr Jeffery DeCocker  
President  
May 23, 2017

Lindsey Stephan  
Secretary  
May 23, 2017