

By-Laws of the Aviation Chapter American Society of Military Comptrollers

I – INSIGNIA

Section 1. The standard insignia of the Chapter shall be that of the ASMC National, and the Wright Flyer with the words “Aviation Chapter” inscribed between the shields. The insignia shall be used on letterheads, Chapter documents, and for other appropriate purposes. The Chapter colors shall be blue and gold.

Section 2. No individual, association, partnership or corporation shall, without concurrence of the Chapter Executive Board, use the insignia, the combination of letters “ASMC” the words “Aviation Chapter,” “American Society of Military Comptrollers,” or any combination or variation of such letters, insignia, or words.

II – MEMBERSHIP FEES AND DUES

Section 1. Members of this Chapter shall pay fees and dues as provided by the ASMC National Constitution and By-Laws. Dues are assessed on a Chapter year and are payable in advance. Half year and “early bird” dues will be consistent with the policy prescribed by the ASMC National Council. Honorary members shall not be required to pay any fees or dues.

Section 2. An annual or special one-year fee may be levied in addition to ASMC National dues requirements with the concurrence of a two-thirds majority vote of Chapter members voting. This vote shall be conducted by email ballot distributed to all active members via the organizational VPs. Each VP will report the results of the vote to the Chapter executive board where the results will be validated and reported to the Chapter membership. A schedule of any additional fees or surcharges made by the Chapter shall be filed with the ASMC National Executive Committee.

Section 3. All retained funds of the Chapter shall be deposited into bank accounts or federally insured savings and loan associations established in the name of the Chapter and ASMC National Executive Committees.

III – CHAPTER RECORDS

Section 1. The following records, as a minimum, shall be maintained by the Chapter:

- a. Chapter Constitution and By-Laws (permanent record);
- b. Minutes of the meetings of the Chapter Executive Board (five years then destroy); and,
- c. Electronically maintain appropriate records to identify members in good standing of the Chapter.

Section 2. The Chapter shall maintain and provide a copy of a "Chapter Officer Directory" for each Chapter officer and the ASMC National Secretary. This directory shall provide addresses and business telephone numbers of officers along with the official address of the Chapter. This directory shall be revised upon any change to its content.

Section 3. The Chapter's membership rosters, newsletters, and competition packages will be retained for a period of five years and then destroyed. The Executive Board will vote to dispose of the five-year old records in the event some files need to be retained for a longer period of time.

Section 4. The Chapter's financial records will be audited at the end of each financial year by the Audit Committee. Retain the audited financial records for a period of five years and then destroy. The Executive Board will vote to dispose of the five-year old records in the event some files need to be retained for a longer period of time.

IV – FINANCIAL PROCEDURES

Section 1. The Chapter's book of account and checkbooks shall be retained until audited and for periods required by applicable laws, statutes, and regulations (see Article III, Sec 4 above). A copy of the Chapter's annual report of financial condition shall be forwarded to the ASMC National Treasurer.

Section 2. All Chapter receipts shall be deposited intact in Chapter bank accounts as soon as possible after collection.

Section 3. All disbursements for Chapter expenses shall be made by the Chapter Treasurer or other individuals so authorized. All disbursements within the approved budget require no additional approval, but shall be reviewed quarterly by the Audit Committee. Disbursements in excess of the approved budget must be approved by a simple majority vote of the Executive Board. All disbursements shall be supported by invoices, receipts, statements, or other appropriate evidence of the nature, amount, and physical receipt the goods or services for which the disbursement is to be made. As stated in Article III, Section 2, of the Constitution, no payments shall be made that result in a deficit position to the Chapter.

Section 4. The President, Treasurer, and Program Chairperson are authorized to sign checks on behalf of the Chapter.

Section 5. Withstanding that no member shall receive compensation for Chapter duties, expenses incurred by Chapter members while in the performance of official Chapter representation shall be reimbursed on an actual expense basis. For travel-related expenses, entitlements and reimbursement limitations/restrictions will be guided by instruction in the Joint Federal Travel Regulation (JFTR), Volume 1, and the Joint Travel Regulation (JTR), Volume 2. All personal expense reimbursement will be specifically pre-approved by a simple majority vote of the Executive Board. For the purpose of

“approval authority” for JFTR requirements, a simple majority vote of the Executive Board shall provide Chapter authority.

V – CHAPTER COMMITTEES

Section 1. The President, with approval of the Executive Board, shall establish or dissolve Chapter Committees in accordance with the Constitution. The following is a list of the current standing Committees and their composition and duties:

a. Executive Board shall be a committee of the whole, consisting of all Chapter officers and standing Committee chairs. The Executive Board shall carry out the executive functions of the Chapter as provided in this document and the National and Chapter Constitutions. The Chapter President shall be the Chairperson, and the Executive Board will meet at his/her pleasure, or whenever required.

b. Audit Committee shall consist of Active members considered qualified by the President-Elect. On a quarterly and annual basis, this committee will audit the Treasurer’s accounts and procedures, verify bank balances, inventory Chapter property, and perform similar functions for the President. The committee shall also report to both the President and President-Elect any discrepancies or irregularities found to exist. An Audit Committee meeting shall also be convened by an incumbent President due to a mid-term relief or removal of the Chapter Treasurer, and at any times deemed appropriate by the President, but in no instance less than annually.

c. Professional Development Committee shall be responsible for advancing the training and education of the Chapter membership. Specifically, this Committee shall establish education and training goals for the Chapter; plan, coordinate and arrange any seminars, training sessions or classes conducted by the Chapter; and, accomplish other educational activities as directed by the Executive Board to include mini-PDIs. This Committee shall serve as liaison between the Chapter, ASMC National Headquarters, and the Host Chapter for all matters relating to the ASMC National PDI. When this Chapter shall participate as Host, and/or co-Host, for a national PDI, the Committee shall be responsible for planning and programming of such events.

d. Program Committee shall arrange, schedule, and coordinate chapter meetings and social affairs. This Committee shall also be responsible for printing, distributing, and controlling tickets for the monthly meetings. This committee shall coordinate its activities with both the Communications and Ways and Means Committees. A specific function of the Program Committee shall be to obtain qualified speakers for Chapter meetings.

e. Communications Committee shall facilitate the exchange of information amongst and between chapter membership and the surrounding community. The surrounding community is defined as Wright-Patterson AFB, local communities within a 30-mile radius of WPAFB, and the National ASMC. Communications includes, but is not limited to:

1. Photography. Provide photographic support for chapter functions, establishing and maintaining a photographic library, and submitting pictures for publication and/or electronic posting.

2. Advertising and Journalism. Create flyers and submit announcements and articles for publication and/or electronic posting. Encourages Chapter members to submit completed research projects and manuscripts dealing with Financial Management issues.

3. Newsletter. Publish and distribute a Chapter Newsletter on a regular basis.

4. Web page. Maintain a chapter web site for ease of distributing/sharing information with the chapter membership.

f. Membership Committee shall be responsible for enlisting new members from all possible sources, renewing current members, analyzing participation in Chapter activities, and maintaining up-to-date regular and corporate membership listings.

g. Chapter Competition Committee shall monitor the Chapter Competition Program and submit quarterly five star reports and annual reports in accordance with the National Chapter Competition rules.

h. Awards Committee shall be responsible for soliciting nominees for chapter awards and making recommendations to the Executive Board on proposed winners. All Chapter nominees will be forwarded to the National Office for consideration for the award at the national level.

i. Ways and Means Committee shall be responsible for raising funds to achieve specific Chapter objectives. Activities of this committee shall be coordinated with both the Program and Communications Committees.

j. Health and Wellness Committee shall be responsible for educating the members of the benefits derived from a personal wellness and fitness program. The Committee shall support the Chapter by providing occasional luncheon speaker(s), submitting articles to the Newsletter, and organizing Chapter health and welfare events.

k. Scholarship Committee shall be responsible for managing all Chapter scholarship funds. This includes the preparation and distribution of scholarship application packages, the advertisement of Chapter scholarships to the public, and the review of applicant submissions. This Committee shall also recommend scholarship recipients to the Executive Board. The Chapter maintains a separate account (Augsburg Scholarship Fund) reserved to provide funding for our scholarship awards; and the Committee is responsible for preparing the application documentation related to the

Augsburg Scholarship Foundation so contributions may be donated and received through the Combined Federal Campaign.

l. Community Actions Committee shall be responsible for planning and coordinating all Chapter committee action projects. This includes searching for appropriate projects, recommending projects to the Executive Board, and soliciting and scheduling volunteers for approved projects.

m. Investments Committee shall be responsible for tracking and analyzing the rate of return on the investment in the ASMC Aviation Chapter member and Augsburg Scholarship Fund accounts. The Committee shall report its analysis to the Executive Board on a quarterly basis.

n. Ad-Hoc Committees are nonvoting and are established at the discretion of the President in accordance with Article VI, Section 4 of the Constitution. There are two recurring ad-hoc committees:

1. Budget Committee shall develop policy with respect to the overall financial affairs of the Chapter. It shall prepare an annualized budget, recommend ways and means for increasing revenue and limiting expenses for a balanced budget,. This committee will be comprised of the Treasurer, Alternate Treasurer, Investment Chair, and Audit Chair.

2. Nominations Committee shall be responsible for conducting all elections for Chapter officer positions. The Chapter Nominations Committee will conduct the election within the Comptroller activities designated in these By-Laws. The Committee shall prepare a ballot for Vice Presidential election for submission to the general membership for the respective Comptroller activity. Only Active and Life members assigned to the specified Comptroller activity will participate in the election of Vice President for that Comptroller activity. The ballot shall provide space for additional nominations from the general membership of the specified comptroller activity. For President-Elect election, the Nominations Committee shall prepare a ballot with nominees for the whole of the general membership, however nominees being restricted to Active members from the Comptroller activity in line for succession in accordance with these By-laws. Ballots shall be distributed to the membership during the second to last month of the Chapter year, with the election results announced at the final general membership meeting of the Chapter year.

VI – VICE PRESIDENTS and PRESIDENT ROTATION

Section 1. The President, with approval of the Executive Board, shall establish or dissolve Vice President positions in accordance with the Constitution. The following Vice President positions exist and are elected by the membership in an odd or even year as noted. The organizational list shown below also reflects the rotational order for the term of Chapter President. When, for whatever reason, an organization declines the role of President-Elect and/or President, the rotation shall move to the next in line as though the declining organization fulfilled its rotation.

- a. Air Force Audit Agency (AFAA), odd year election
- b. Air Force Institute of Technology (AFIT), Defense Acquisition University (DAU), and Defense Institute of Security Assistance Management (DISAM), odd election year
- c. Air Force Material Command (AFMC), even year election
- d. Air Force Life Cycle Management Center (AFLCMC), odd year election
- e. At Large VP, even year election
- f. Air Force Research Laboratory (AFRL), even year election
- g. 88th Air Base Wing (88th ABW) – and all WPAFB Tenants not represented by a Vice President, even year election
- h. Contractors, odd year election, (cannot serve as Chapter President or President-Elect)

VII – MEETINGS

Section 1. General Meetings – the Chapter shall normally hold general/regular meetings on a monthly basis. The President is empowered to call special meetings as deemed appropriate. The Secretary shall provide Chapter members timely notice of all meetings.

Section 2. Executive Board/Special Meetings – all Executive Board/Special meetings and affairs are open to all members unless specifically closed by the Executive Board with good, proper, and sufficient notice. Executive Board meetings are normally held the second Wednesday of the month.

Section 3. Electronic Meetings. When the Chapter has business of an urgent nature, it may be sent out electronically for a vote, with the results reported to the Executive Board at the next meeting.

Section 4. For Chapter business not already addressed in the Chapter's Constitution and By-Laws, the Executive Board, depending on the nature of the business and situation at hand, is authorized to devise an appropriate means/process for a Chapter membership vote on a particular motion.

VIII – CHAPTER YEAR AND CHAPTER FINANCIAL YEAR

Section 1. The Chapter year shall be 1 July to 30 June. Chapter officers serve for a Chapter year except for Vice Presidents who serve for two Chapter years. Membership dues are paid for the Chapter year.

Section 2. The Chapter financial year shall be 1 July to 30 June in accordance with National's financial year.

IX – PARLIAMENTARY AUTHORITY

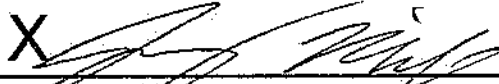
Section 1. The rules contained in the current edition of Robert's Rules of Order - Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the National, or this Chapter's, Constitution and By-Laws, and any special rules or order the Chapter may adopt.

X – LIABILITY INSURANCE

Section 1. The Aviation Chapter shall maintain liability insurance to preclude members from being held personally responsible for the Chapter's liabilities; as required by the installation commander in accordance with AFI 34-223, Private Organizations Program. ASMC's National Office currently provides for and covers the cost of liability insurance for its Chapters. Should this coverage be cancelled or terminated for any reason, the responsibility for purchasing adequate liability insurance for the Chapter rests with the Treasurer, as approved by the Executive Board.

XI – APPROVAL

Section 1. The above By-Laws were approved in accordance with the provisions of Article VIII of the Chapter Constitution. Changes to the By-Laws were incorporated and approved by the Executive Board on 24 July 2018, and approved by the general membership on 27 July 2018.

X 

Jeremy B. Miller
President

9/7/2018

X JoAnne Wills

JoAnne Wills
Secretary
Signed by: WILLS.JOANNE.1038051691