



Bylaws

of the

American Society of Military Comptrollers

Hampton Roads Chapter

I. SEAL. The official seal of the Hampton Roads Chapter of the American Society of Military Comptrollers shall 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.

II. INSIGNIA. The Chapter with the designation "Hampton Roads Chapter" shall use insignia of the Society, for use on letterheads, certificates, and other appropriate documents and media. The insignia shall be a graph in the form of a shield surrounded by a wreath of laurel, an eagle clutching an American Flag at the top, and the shield surrounded by a sword (pointed toward the eagle) over which is surmounted the account book and quill.

III. COLORS. The colors of the Society, green and gold, shall be used by the Chapter for appropriate designated purposes.

IV. FISCAL YEAR. The fiscal year of the Chapter shall be from 1 July - 30 June.

V. DATE OF SERVICE. New officers of the Chapter shall take office on 1 July of each year.

VI. CHAPTER RECORDS.

Section 1. The following records of the Chapter must be kept on a permanent basis:

- a. National Constitution and Bylaws.
- b. National Policy Declarations.
- c. Minutes of the meetings of the National Executive Committee and the National Council.
- d. Chapter Constitution and Bylaws.
- e. Minutes of the Chapter Executive Committee meetings.
- f. Chapter Charter.

Section 2. The Chapter books of accounts and checkbooks for the fiscal year prior to the last audit and the succeeding years to the current fiscal year shall be retained.

Section 3. An auditor or audit committee appointed by the Executive Committee, excluding the Treasurer, shall audit the financial records as of end of each fiscal year.

Section 4. The Chapter membership roster shall be retained for the fiscal year prior to the last audit and for the succeeding years.

VII. MEMBERSHIP FEES AND DUES.

Section 1. Members of this Chapter shall pay fees and dues as set forth in the National Constitution and Bylaws. Dues are assessed on an annual basis, payable in advance. Honorary members shall not be required to pay any fees or dues.

Section 2. All retained funds shall be deposited into accounts in the name of the Chapter at federally insured banks, savings and loan associations, or credit unions.

VIII. PROCEDURES FOR MEMBERSHIPS.

Section 1. Applications, together with necessary dues and fees, shall be forwarded to the ASMC National Headquarters for processing through the National Council. The Executive Director shall issue appropriate Certificates of Membership.

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

Section 3. Procedures for Life Membership and Honorary Membership shall be in accordance with the National Constitution and this Chapter's Constitution.

IX. TRANSFERS OF MEMBERSHIP.

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

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

X. COMMITTEES. Each committee shall normally consist of a member from each military department. The chairperson of each committee shall be appointed by the President to serve during the fiscal year (1 July - 30 June). Each committee shall present a brief report at each Executive Committee meeting. Committees and their functions shall be:

Section 1. Executive Committee. The Executive Committee shall consist of the Chapter officers (ARTICLE IV, Section 1, Chapter Constitution). It shall conduct and be responsible for all Chapter business matters and develop/supervise the overall Chapter program. It shall also have the power to amend Bylaws of the Chapter.

Section 2. Professional Development. The Professional Development Committee shall be responsible for planning and presenting education, training, and professional development opportunities to members and non-members.

Section 3. Membership. The Membership Committee shall be responsible for maintaining an up-to-date membership roster, securing new members, following up on old members, and promoting attendance at meetings.

Section 4. Publicity. The Publicity Committee shall be responsible for publicizing Chapter activities, to include sending news items and photos to local papers and National Headquarters for the Armed Forces Comptroller magazine.

Section 5. Chapter Competition. The Chapter Competition Committee shall be responsible for promoting activities that will lead to the greatest number of award points in the annual chapter competition.

Section 6. Scholarship. The Scholarship Committee shall be responsible for managing the Chapter Scholarship program.

Section 7. Awards. The Awards Committee shall be responsible for managing the Chapter individual and team achievement awards program.

Section 8. Ways and Means. The Ways and Means Committee shall be responsible for Chapter fund-raising activities.

Section 9. Community Service. The Community Service Committee shall be responsible for Chapter community service activities.

Section 10. Area Representatives. As designated, each area representative shall be a point of contact to facilitate Chapter business in the location, such as handling reservations, assisting the Chapter officers, etc.

Section 11. Historian/Research. The Historian/Research Committee shall record the Chapter history and, as required, research Chapter records to provide historical information to the Chapter and to National Headquarters.

Section 12. Ad Hoc. Short-term ad hoc committees may be established for specific tasks as approved by the Executive Committee. Each ad hoc committee shall have a definite charter and beginning and ending dates.

XI. MEETINGS

Section 1. The Chapter Executive Committee shall determine meetings of the Hampton Roads Chapter.

Section 2. The Vice President of the service that hosts a Chapter meeting shall be responsible for making all arrangements for the meeting, including the program.

XII. CHANGE OF ADDRESS. Each member shall be responsible for keeping the National Headquarters informed of any change of address.

XIII. AMENDMENTS. These Bylaws may be amended by a two-thirds majority vote of the Executive Committee. A copy of such amendments shall be submitted to the National Headquarters.

EFFECTIVE DATE OF BYLAWS. These Bylaws became effective on 28 November 1979. The latest amendment was effective 18 December 2002.

Signed: *A. Scott Ward*

President,

Hampton Roads Chapter, ASMC