

American Society of Military Comptrollers



Aloha Chapter

BY-LAWS OF THE ALOHA CHAPTER OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS

As of May 05

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Section I - Seal

1. The official seal of the Aloha Chapter of the American Society of Military Comptrollers will be a circular impress with the full title of the Chapter, the four Services, Coast Guard and DFAS around the outer ring. The form of the Arizona Memorial, Battleship Missouri and the American Flag with Diamond Head in the background is located in the center of the ring.

Section II - Insignia

1. The standard insignia of the Society - for use on letterheads, certificates and other appropriate documents and media - will be used by the Chapter, together with the designation "Aloha Chapter." The insignia will be a graph in the form of a shield surrounded by a wreath of laurel with an eagle clutching an American flag at the top and the shield surmounted by a sword (point towards eagle) over which is surmounted the account book and quill.

Section III - Colors

1. The colors of the Society - green and gold - will be employed by the Chapter for appropriate designated purposes. Specifically, the colors will be displayed in a green ribbon with a narrow gold stripe in the center.

Section IV - Fiscal Year - Fees and Dues

1. The Fiscal Year of the Chapter will be from 1 April through 31 March. Membership dues and fees for the Society will be prescribed by the National Council. The Executive Director will publish, each fiscal year, the amounts of dues and fees and the collection procedures approved for the year by the National Council.
2. Local chapter fees may be established if approved by a majority vote of the members, as defined in Article III of the Chapter Constitution.
3. Members in arrears in either dues or fees shall be notified, by the Membership Committee, of the provisions of Article III, Section 6 of the Chapter Constitution.
4. All retained funds of the Chapter shall be deposited into a bank, federally chartered credit union, or federally insured savings and loan association account, established in the name of the Aloha Chapter.

Section V - Procedures for Membership

1. An application, 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.

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

3. Procedures for Life, Associate, Honorary, and Corporate membership will be in accordance with the National Constitution and the Aloha Chapter Constitution, Article III.

Section VI - Change of Address

1. Each Chapter member is responsible for keeping the Chapter's Membership Committee and National Headquarters informed of any change of address.

Section VII - Transfer of Membership

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 as held by the member on the date of application and there will be no transfer charges, and no transfer of funds between chapters in connection with the transfer of individual memberships.

Section VIII - Election of Officers

1. Officers as provided for in Article IV of the Chapter Constitution will be elected by a simple majority vote of a quorum of the Chapter membership in attendance at a regularly scheduled meeting or a simple majority vote of those active Chapter members casting their votes during a special ballot called by the Executive Committee.

2. In case a vacancy occurs in the office of the President, the Vice President shall fulfill the remaining term of the President. A vacancy occurring in all other offices shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee.

3. A nominating committee appointed by the Chapter President will present the names of willing nominees for each office through the distribution of nomination forms distributed to all active Chapter members.

Section IX - Committees

1. The chairperson of each committee will be appointed by the Chapter President to serve a one-year term of office during the Chapter fiscal year. Committee chairpersons will present a brief report at each Executive Committee meeting when requested by the Chapter President. Committees and their functions are detailed below.

2. Executive Committee. The Executive Committee is composed of the Chapter Officers (Article IV, Section 1, Chapter Constitution). They conduct and are responsible for Chapter business matters. Duties of each Officer are stipulated in Article V of the Chapter Constitution. Also, the Executive

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Committee develops and supervises the overall Chapter program.

3. Membership Committee. The Membership Committee is responsible for securing new members and maintaining member records. This committee will conduct meetings on an as-need basis with committee members and will submit minutes to the Executive Committee. This committee will perform other duties as directed by the Chapter President.
4. Publicity Committee. The Publicity Committee is responsible for publicizing the events and activities of the Aloha Chapter to the membership and the community, to include the monthly luncheon flyer and program (if needed). The committee aids other committees with authoring, producing and/or submitting appropriate announcements, flyers (i.e. – monthly luncheon, etc.), posters or other media to ensure the respective committee's activities are effectively publicized. The committee also assists in the publication of articles in professional resource management publications (i.e. *Armed Forces Comptroller*). This committee will perform other duties as directed by the Chapter President.
5. Program Development Committee. The Program Development Committee is responsible for developing a well rounded monthly/quarterly program, i.e. – monthly luncheon, in the general area of the comptroller profession that will appeal to the membership. This will include securing speakers and making arrangements for meeting locations (place, meal, and seating) for monthly luncheons and other social events. The Program Development committee will work with the following committee(s): *Treasurer*—to coordinate monies related to monthly luncheons, *Publicity*—to coordinate monthly luncheon flyer content and release, *Professional Development*—to determine speaker/subject CPE credit eligibility. This committee will conduct meetings on an as-needed basis with committee members and will report results to the Executive Committee. This committee will perform other duties as directed by the Chapter President.
6. Five-Star Committee. The Five-Star Committee is responsible for preparing the Annual Chapter Program Report that encompasses the Chapter Competition, Professional Development, Community Service, Newsletter, Membership & Publicity, and Five Star Awards Program. This committee is responsible for identifying activities that will lead to the greatest number of award points in the annual Chapter competition. Additionally, the committee will provide each of the other committees the requirements to qualify for the annual chapter competition and work with them to obtain supporting documentation that must be provided in order to claim the maximum number of points. This committee will perform other duties as directed by the Chapter President.
7. Newsletter Committee. The Newsletter Committee is responsible for the publication and distribution of the Chapter newsletter. This committee will conduct meetings on an as-needed basis with committee members and will submit minutes to the Executive Committee. This committee will perform other duties as directed by the Chapter President.
8. Scholarship and Awards Committee. The Scholarship and Awards Committee is responsible for developing a program to award high school and continuing education scholarships to worthy

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recipients. This committee is also responsible for developing and conducting a Chapter-Awards Program and for soliciting and submitting nominations to the National Awards Program competition. This committee is responsible for the encouragement of the submission of comptrollership articles to ASMC publications. This committee will conduct meetings on an as-needed basis with committee members and will report results to the Executive Committee. This committee will perform other duties as directed by the Chapter President.

10. Budget and Finance. The Budget and Finance Committee is responsible for preparing an annual budget for the Chapter and for organizing fund raising activities to support Chapter activities. This committee will conduct meetings on an as-needed basis with committee members and will submit minutes to the Executive Committee. This committee will perform other duties as directed by the Chapter President.

11. Community Service. The Community Service Committee is responsible for organizing and coordinating opportunities for the Chapter to participate in community service activities. This committee will also maintain a close relationship with current ASMC partnered community aid organizations, i.e. – Make a Wish Foundation and Hawaii Food Bank, and will be the sole point of contact for these agencies. One duty here includes securing Make a Wish Foundation certificates for luncheon guest speakers to signify the ASMC-Aloha Chapter's \$50 donation to the Foundation in the speaker's name. Another duty for this committee will be to collect, weigh and distribute donated food items to the Hawaii Food Bank. This committee will conduct meetings on an as-needed basis with committee members, report results to the Executive Committee, and will document service projects and submit documentation as required for the Chapter to receive appropriate credit. This committee will perform other duties as directed by the Chapter President.

12. Professional Development. The Professional Development Committee is responsible for promoting and coordinating speakers, classes and events that contribute to the development of the chapter members toward obtaining and maintaining professional certification. This committee will also coordinate with the Program Development committee chair to determine luncheon speaker/subject eligibility for CPE credit. If eligible, this committee will distribute CPE credit certificates to eligible attendees. The committee will also distribute available educational material to the Chapter membership. This committee will conduct meetings on an as-needed basis with committee members, report results to the Executive Committee, and will document events and submit documentation as required for the Chapter to receive appropriate credit. This committee will perform other duties as directed by the Chapter President.

13. Corporate Membership Committee. The Corporate Membership Committee is responsible for securing new members and maintaining member records. This committee will also act as a liaison between the Aloha Chapter and our corporate members, and try to secure giveaways/door prizes for each luncheon, i.e. – phone cards, cozies, etc., whenever possible. This committee will conduct meetings on an as-need basis with committee members and will submit minutes to the Executive Committee. This committee will perform other duties as directed by the Chapter President.

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14. Partnership Committee. This committee is responsible for securing the partnership with AGA and any other organization wishing to partner with the Aloha Chapter ASMC. Committee chair will work with the Program Development Committee chair to schedule at least one dual ASMC/AGA luncheon per year. This committee will be dedicated to liaison with members of other organizations to arrange for joint meetings, luncheons, and to secure volunteers for partnerships in conferences.

13. Ad Hoc. Short range ad hoc committees may be established for specific tasks as approved by the Executive Committee. Each ad hoc committee will have a definite charter and beginning and ending dates.

Section X - Term of Office

1. The term of office for all officers will be 31 May through 1 June. The period between receiving the oath of office and beginning to serve the term of office will be considered a period of transition. During this period, the outgoing officers are expected to orient the new officers to their duties as well as continue to fully discharge their currently assigned duties.

Section XI - Meetings

1. Meetings of the Aloha Chapter will be determined by the Executive Committee.

Section XII - Guests at Meetings

1. Members may bring guests to meetings. However, no person may attend as a guest more than three times in a year without making formal application for membership.

Section XIII - Annual Reports

1. The Chapter shall submit an Annual report to the National Council in such form, as the National Secretary shall direct, after submission to the local chapter.

Section XIV - Chapter Records

1. The National Constitution and By-Laws, National Policy Declarations, minutes of National Executive Committee and National Council meetings, the Chapter Constitution and By-Laws, and Chapter meeting minutes must be kept on a permanent basis.

2. The Chapter's books of account, checkbooks, membership rosters, newsletters and competition packages will be retained as historical records for an indefinite period of time or until the Executive Committee votes to dispose of them.

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

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Section XV - Amendments

1. These By-Laws may be amended by a simple majority vote of a quorum of the Chapter membership in attendance at a regularly scheduled meeting, or a simple majority vote of those active Chapter members casting their votes during a special ballot called by the Executive Committee. Such amendments will become effective immediately upon approval. A copy of any amendments will be submitted to the National Headquarters.

Section XVI - Effective Date of By-Laws

1. These By-Laws will be effective upon approval by the general membership and as reflected by the "as of" date recorded.

Section XVII - Distribution

1. A copy of the latest By-Laws are available to any Chapter member upon request.