

**CONSTITUTION OF THE
SOCIETY OF DEFENSE FINANCIAL MANAGERS
REDSTONE/HUNTSVILLE CHAPTER**

ARTICLE I - NAME

Section 1. This organization, located at Redstone Arsenal, Huntsville, Alabama, shall be known as the Redstone/Huntsville Chapter of the Society of Defense Financial Managers, hereinafter referred to as the Chapter.

Section 2. In keeping with the national constitution, military comptrollership shall be defined as the profession of comptrollership in the Department of Defense, the United States Coast Guard, all other Federal Agencies, and private sector corporations, to include the fields of financial and general management, accounting, finance, budgeting, programming, statistics, auditing, cost analysis, management analysis, and all supporting activities in management, industrial engineering, automated data processing, operation research, system analytics, and other such fields as the National Council may designate.

ARTICLE II – PURPOSE

Section 1. The purpose of the Chapter is to promote and perpetuate the highest standards of performance in military comptrollership. To meet this goal, emphasis will be placed on:

- A. Promoting the education and training of the Chapter membership;
- B. Supporting the development and advancement of the profession of military comptrollership;
- C. Encouraging a free exchange of techniques, approaches, and problem solving information;
- D. Providing a forum to keep the members and other interested individuals abreast of current events in military comptrollership, which not only is beneficial to them but also their organizations and the public; and
- E. Foster a spirit of good will and good fellowship among the members and perpetuate the friendship and traditions growing out of serving together in the Armed Forces of the United States of America.

Section 2. To this purpose, the Chapter will:

- A. Coordinate with the National Council, as appropriate, the sponsorship/attendance of conventions, seminars and other educational meetings;
- B. Correspond with other chapters via issue papers in which ideas and professional information concerning military comptrollership can be exchanged and discussed;
- C. Sponsor monthly meetings, featuring speakers addressing subjects of interest to the membership;
- D. Sponsor formal recognition by the National Council for those individuals who have made outstanding contributions to the advancement of military comptrollership programs;
- E. Publish a Chapter newsletter, for the dissemination of information of general interest to the membership; and
- F. Cooperate with other educational and professional organizations in matters of mutual interest.

ARTICLE III – GENERAL PROVISIONS

Section 1. The organization operates and exists on a military installation only with the consent of the installation commander. This consent is contingent on compliance with the requirements and conditions of all Army regulations, specifically AR 210-22.

Section 2. The approved annual budget for the Chapter's operations will serve as the authority for expenditure of funds. The Chapter President may authorize unbudgeted expenditures up to \$250.00. The Executive Board shall be notified of any changes as soon as possible. Unbudgeted expenditures in excess of \$250.00 on any budget line item will be subjected to the same approval process as the annual budget.

Section 3. Neither the United States Army nor its various agencies shall be obligated, financially or otherwise, by any action of the Chapter, and the Chapter will not represent itself as an instrument of the United States Government.

Section 4. The Chapter's programs and activities will not prejudice or discredit the Military Services or other agencies of the United States Government.

Section 5. The Chapter will not engage in any activities that are in conflict with those authorized for Type 2 affiliated private organizations as described in AR 210-22.

Section 6. Basic Policies:

- A. The "articles of the organization" for the Chapter include this Constitution and its By-laws as amended as appropriate. In the event of any conflict between the Constitution and its By-laws, this Constitution shall govern.
- B. The Chapter shall be noncommercial, nonsectarian, and nonpartisan.
- C. The name of the Chapter or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the Chapter.
- D. The Chapter is formed exclusively for the purposes in Article II including, for such purposes, the making of contributions to organizations that are exempt from Federal income tax under the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- E. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- F. No substantial part of the activities of the Chapter shall be carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- G. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted
 - (a) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or
 - (b) by organization contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

- H. Bereavement Policy: The SDFM Redstone/Huntsville Chapter would like to set up a bereavement policy for its Board and Committee Chairs in case of their death or that of an immediate family member, which is defined as a spouse, children, mother, or father of said member in good standing. This would be in the form of flowers, other sentimental items, or a donation to a charity in their name, not to exceed \$150.00.

ARTICLE IV – MEMBERSHIP

Section 1. Membership in the Chapter is voluntary and is open to all officers, warrant officers, enlisted personnel and civil service employees of the Department of Defense, the Coast Guard, other Federal Agencies to include Marshall Space Flight Center and select private sector corporations who are or have been engaged in or interested in comptrollership duties as defined above. Membership shall not be denied to anyone on the basis of age, race, color, religion, national origin, disability, or sex.

Section 2. Chapter membership will be divided into four classes:

- A. Active: Active members shall be (or shall have been) military personnel, Civil Service employees, or non-appropriated (NAF) employees who are (or have been) employed in the military comptrollership field and who, to remain in good standing, have paid the appropriate dues and fees.

Active members shall legislate and guide the activities of the Chapter, elect chapter officers and decide upon all matters which affect the welfare of the Chapter or any of its members.

- B. Honorary: Honorary membership may be conferred upon persons who have made outstanding contributions to the advancement of military comptrollership who would not otherwise be eligible for active membership. Honorary members shall have the rights and privileges of active members, except that they may neither vote nor serve as Chapter officers or delegates.

- C. Associate: Associate members shall be persons who, though not qualified for active membership, demonstrate an interest in the military comptrollership field and who, to remain in good standing, have paid the appropriate dues and fees. Associate members shall have the rights and privileges of active members, except that they may neither vote nor serve as Chapter officers or delegates.

- D. Corporate: Corporate members are full Chapter members with full voting rights and the right to hold Chapter office. To remain in good standing, the appropriate dues and fees must be paid.

Section 3. Applications for Active, Associate and Corporate membership shall be tendered to the National Headquarters.

Section 4. The Executive Committee will make nominations for Honorary Membership to the National Executive Committee, accompanied by full justification for conferring the honor. Certificates of Honorary Membership shall be presented at the appropriate ceremony.

Section 5. If any member should violate the purposes and objectives of the Society as set forth in the National and Chapter Constitutions, be convicted of a crime, be removed from his or her position for reason of security, or in any way bring discredit upon the Society, any voting member may register a complaint with the Executive Committee of the Chapter of which the alleged offender is a member. The complaint shall be in writing and shall fully detail the charges. The Executive Committee shall notify the alleged offender of the nature of the complaint and shall set a date for a hearing. The accused shall have the right to appear in person, with or without counsel (at the expense of the accused), and to produce such witnesses as may be desired. The Executive Committee will take appropriate action. Both the accused and the accuser shall have the right of appeal to the National Executive Committee whose decision shall be final.

Section 6. The right to resign membership is reserved to all members.

Section 7. When appropriate, Chapter membership may be terminated for non-payment of dues.

Section 8. The Chapter will accept transfer memberships from other Chapters who have, to remain in good standing have paid the appropriate dues and fees. There will be no transfer fees associated with transferred Chapter memberships.

Section 9. There shall be no application fee for membership in the Chapter. However, the chapter may assess annual fees in addition to the membership dues for the operation of the Chapter. Yearly dues will be tendered to National Headquarters.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. The operating body of the Chapter shall be the Executive Committee, composed of the following officers:

A. President

B. Vice President

C. Secretary (Corresponding)

D. Secretary (Recording)

E. Treasurer

F. Assistant Treasurer

Section 2. The President, with the consent of the Executive Committee, will appoint the following committees:

A. Attendance/ Ways and Means Committee

B. Audit Committee

C. Awards/ Scholarship Committee

D. Certification Programs Committee

E. Chapter Competition Committee

F. Community Projects Committee

G. Constitution and By-laws Committee

H. Early Careerist Committee

I. Facilities Committee

J. Membership/ Corporate Committee

K. Nominating Committee

L. Philanthropy Committee

M. Program Committee

N. Publicity and Photo/ Newsletter Committee

O. Special Events Committee

P. Training and Education Committee

Q. Webmaster Committee

Section 3. The Executive Committee shall meet at least once a month. Additional meetings may be held as required upon call by the President.

Section 4. For the purposes of transacting business, five voting members of the Executive Committee and/or Committee Chairs shall constitute a quorum. Proxies shall be counted as members present.

Section 5. 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 this Constitution and the policies established by the National Council. Specifically, the Committee shall:

- A. Approve proposed amendments to the Chapter Constitution by a two-thirds vote, subject to approval by a majority vote of the general membership.
- B. Approve the proposed annual budget and amendments thereto.
- C. Conduct at least four general membership meetings each year.
- D. Approve unprogrammed expenditures exceeding \$250.00.
- E. Approve Audit Committee reports.
- F. Make final approval of a member nominated for an Honorary Membership prior to submission to the National Executive Committee.

ARTICLE VI – ELECTION OF OFFICERS

Section 1. The election of officers of the Chapter shall be as follows:

- A. Annually, by 31 May, a President; Vice President; Corresponding and Recording Secretaries; Treasurer; and Assistant Treasurer shall be elected by a blind vote system with membership.
- B. Term of office shall be for a period of one year, beginning on the first day of the fiscal year (1 July).

C. Should an office become vacant during the year, the Executive Committee will elect, by a majority vote, an eligible member to fill the vacancy for the balance of the unexpired term.

D. No person shall be eligible to hold office unless that person is an Active or Corporate member in good standing at the time of the election.

(a.) All officers and committee members shall serve without compensation.

Section 2. Duties:

A. The President shall be the Chief Executive of the Chapter and shall preside at the meetings of the general membership and the Executive Committees. Specifically, he or she shall:

(a.) Exercise general supervisory control over all officers of the Chapter.

(b.) Appoint all Chairpersons to chair committees and remove such from their position should they not be considered as performing their duties required of that position.

(c.) Appoint other such committees as required.

(d.) Serve as the ex-officio member of all committees.

(e.) Execute such papers that may require his or her signature.

(f.) Enforce the Constitution, contracts, policies, and directives of the Chapter.

(g.) Approve dates for meetings of the general membership.

(h.) Authorize unprogrammed or unbudgeted expenditures up to \$250.00.

B. The Vice President shall assume the duties of the President during his or her absence and shall perform other duties as assigned by the President.

C. The other officers, in turn, shall assume the duties of the President and Vice President during their absence and shall perform other duties assigned by the President. During the temporary absence of the President the elected

officials will officiate in order of succession as shown under Article V, Section 1.

- D. The Recording Secretary shall record the proceedings of general membership and Executive Committee meetings, maintain rosters, documents and permanent papers of the Chapter, and keep an updated written history of the Chapter.
- E. The Corresponding Secretary shall prepare all correspondence for the President's signature and maintain a calendar of national and local events; and deliver mail from the chapter mailbox to the President at least weekly.
- F. The Treasurer and/or the Assistant Treasurer shall be responsible for maintaining financial records, preparing checks for payment of Chapter's bank account(s) in good order.

At the end of their terms, the Treasurer and the Assistant Treasurer shall relinquish records and funds for an official audit by the Audit Committee. The Treasurer, the Assistant Treasurer, and the President may sign instruments for authorized expenditures.

An annual budget shall be prepared at the beginning of the SDFM fiscal year and shall constitute the Chapter's financial plan. The budget shall be approved by a majority vote of the Executive Committee. Any member of the Chapter may obtain a membership vote on the annual budget or revisions thereto by submitting a request for such action to the Chapter President. The membership vote, if requested, shall take place at the first regularly scheduled general membership meeting occurring after receipt of the request. The majority vote of the membership present and voting will override the Executive Committee action on the issue submitted for a general membership vote. The approved budget will serve as authority for expenditure of funds for items and amounts listed therein. The Chapter President may authorize unbudgeted or unplanned expenditures up to \$250.00. Addition of unplanned items exceeding \$250.00 shall require approval by a majority vote of the Executive Committee. Unbudgeted expenditures for revenue generating activities may be made up to the projected amount of revenue with the prior approval of the Chapter President. The Chapter's financial records shall be open for review by the membership. Access for review of budget may be obtained by verbal submission or written request to the Chapter Treasurer.

A financial statement should be presented every month to the Executive Committee for review. A financial statement should be submitted every other year to the installation commander for review.

Upon revocation of the Chapter's Charter for any reason, all bona fide debts shall be paid.

ARTICLE VII – FISCAL YEAR

The Chapter's fiscal year shall be from 1 July through 30 June.

ARTICLE VIII – RECORDS

The Chapter shall maintain the following records on a permanent basis:

- A. National Society Constitution and By-laws
- B. National Policy Declarations
- C. Minutes of meetings of the National Council and National Executive Committee
- D. Chapter Constitution and By-laws
- E. Chapter Policy Declarations
- F. Chapter History
- G. Minutes of meetings of the Executive Committee. Minutes of meetings will be submitted to the installation commander for review.
- H. An annual activity report will be prepared to include a synopsis of the previous year's activities and any changes to the Chapter's organization operations.

Section 2. The Chapter books of account, minutes, and membership rosters shall be retained for the fiscal year prior to the latest audit and for the succeeding period.

Section 3. The Chapter books of account and checkbooks shall be retained until audited and for the periods required by applicable laws, statutes and regulations.

Section 4. If the Chapter surrenders its Charter for any reason, its records will be disposed of in accordance with the National Society regulations.

ARTICLE IX – PUBLICATIONS

Section 1. A Chapter newsletter shall be published at a minimum, each quarter and distributed to all chapter members.

Section 2. When appropriate, the Chapter shall publish special technical papers dealing with comptrollership activities.

ARTICLE X – RULES OF ORDER

All meetings shall be conducted in accordance with Robert's rule of Order unless otherwise provided for herein. A parliamentarian can be appointed at the discretion of the President.

ARTICLE XI – INSIGNIA AND COLORS

Insignia and colors for the Chapter will be identical to those of the National Society. The colors are subject to change for a chapter banner but meet approval of the Executive Committee.

ARTICLE XII – EFFECTIVE DATE

This Constitution shall become effective the date upon which the National Society issues a charter to the Redstone/Huntsville Chapter. It shall be submitted for annual review and, if necessary, modified as appropriate.

ARTICLE XIII – DISSOLUTION

A two-thirds majority vote of all Chapter members eligible to vote is required to effect dissolution of the chapter. The assets of the Chapter, upon dissolution, shall be distributed under the direction of the Executive Board who shall coordinate with the National Executive Committee. Any distribution of the Chapters assets shall only be made to non-profit or charitable organizations. The officers and members shall not be held individually liable for any liabilities incurred by the organization in excess of the organization assets. Chapter records shall be turned over to the National Executive Committee.

AMENDED BY MAJORITY VOTE ON 10 April 2025

(President)



(Secretary)

