Fort Lee Chapter

SERGEANT AUDIE MURPHY CLUB

The Fort Lee Chapter was formed on 1 May 2012
These By-Laws were reviewed on 9 February 2022.
Upon approval, they will supersede all previously completed By-Laws

Table of Contents

Article I Organization Name and Purpose 3
-Organization Name **3**
-Organization's Purpose **3**
-Organization's Motto **3**
Article II General Provision 3
Article III Aims and Objectives 3-4
Article IV Membership 4-5
-Membership **4**
-Regular Membership **4**
-Associate Membership **4**
-Removal of Membership **4**
-Voting rights **4**
-Terms of membership **4**
-Withdrawal of Membership **5**
Article V Officer and Governing Council 5
-Composition **5**
-Eligibility of Officer **5**
Article VI Wear of Medallion 5-7
-How worn **5-6**
-When to wear **7**
Article VII Duties of Officers 8-10
-Duties **8**
-President **8**
-Vice President **8**
-Secretary **8**
-Treasurer **8-9**
-Historian **9**
-Public Affairs Representative **9**
-Web Master **9**
-Term of Office **9**
-Notice of Election **9**
-Elections **9-10**
-Vacancies **10**
-Suspension of Election **10**
Article VIII Board of Directors 10
-Composition **10**
-Term of Office **10**
-Appointment **10-11**
-Duties **11**
Article IX Standing Committee 11
-By-Law Committee **11**
-Duties **11**
-Amendments **11**
Article X Methods of Financing 11-13
-Disbursement **11**
-Bonding **11**
-Dues **11**
-Fundraisers **12**
-Taxes **12**
-Surplus **13**
Article XI Meetings and Quorums 13
-Governing Council **13**
-General membership **13**
-Meetings **13**
-Officer meetings **13**
-Board of Directors **13**
-Quorums **13**
-Suspension of Meetings **13**
Article XII Activities 13-14
-Sergeant Audie Murphy Award final selection Board **13**
-SAMA Presentation and SAMC Induction Ceremony **13**
-SAMC Fundraiser Events **13-14**
-SAMC Volunteer Activities **14**
Article XIII Dissolution 15
Article XIV Required Clauses 15-16

Article I – Organization Name and Purpose

1. The organization shall be known as The Sergeant Audie Murphy Club, Fort Lee, Virginia Chapter Association, herein after referred to as the "club." The mailing address will be: Fort Lee Chapter Sergeant Audie Murphy Club Association, P.O. Box 5605, Fort Lee, Virginia 23801. This organization will operate on Fort Lee, with the written consent of the Commander or his/her designated representative in accordance with DODI 1000.15 and AR 210-22.

2. The organization's purpose is to recognize those Noncommissioned Officers of the highest caliber; to promote service to others; prepare and challenge all assumptions in light of its commitments; aid in the contribution of quality of life improvements; and to perpetuate the Army values, unit traditions and esprit de corps.

3. The organization's motto shall be "You Lead from the Front."

Article II – General Provisions

1. This organization shall contribute to the advancement and improvement of the quality of life on within civil and military the community.

2. This organization is not an instrumentality of the United States Army. It will be self-sustaining, and will not receive financial assistance from the Army or non-appropriated funds.

3. This organization fully supports the Fort Lee policy on Equal Opportunity, and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or sex. This organization will neither accept invitations from, nor participate in any activity or with an organization that does not conform to the Fort Lee policy, or that discriminates on the basis of race, religion, national origin, or sex.

Article III – Aims and Objectives

1. Promote greater recognition of the NCO Corps and to perpetuate those Army and unit traditions that contribute to esprit de corps and superior performance of duty.

2. Foster public understanding and support of the Sergeant Audie Murphy Club.

3. Preserve and foster the spirit of fellowship among former, present, and future members of the Sergeant Audie Murphy Club by an organization through which they may unite in bonds of comradeship.

4. Further Soldiers' warfare knowledge in the areas of strategy, tactics, logistics, operations, administration, weapons, and weapons systems.

5. Foster respect and confidence between superiors and subordinates by teaching outstanding loyalty, discipline, professionalism, and caring.

6. Advance and improve the quality of life for all Soldiers and their Family members.

Article IV – Membership

1. Membership: Membership in this organization is voluntary. The majority of membership will be composed of the Department of Defense (DOD) personnel. Membership eligibility is set forth below:

a. Regular membership: All individuals who have been previously awarded the Sergeant Audie Murphy Award or the Sergeant Morales Award are eligible for regular membership. Membership will be annual starting 1 January of each year and end 31 December of the same calendar year. Annual membership will require a one-time $55 payment or $5 monthly installment payment of dues. Inability to meet the dues requirement or not volunteering a reasonable amount of time equivalent to 40 hours on the organization's behalf will result in the member not receiving a departing gift. Any person that does not pay yearly dues will not be eligible to hold any office position nor will they have voting power. Any person not in good standings with the club's objectives, dues or responsibilities inherent in a member's role can be denied membership or renewal after executive review and President of the Board of Director confirmation occurs.

b. Associate Membership: Non-DOD personnel who are not otherwise eligible to become regular but support the aims and objectives of this organization, may be recommended and granted associate membership following after majority vote during a scheduled meeting. Members will nominate Non-DOD personnel in writing. Upon approval Associate Members will have all the same duties and responsibilities of Regular Members.

2. Removal of Membership: The governing council may remove any member from the membership rolls for conduct unbecoming of a member. Removals will be based upon recommendation and majority vote. The President of the Board of Directors will confirm action and Member will receive in writing an official letter explaining removal and appeals process.

3. Voting: All members shall have the right to vote on all matters properly brought before a general meeting. Each member gets one vote. Board of Directors and Non-Members may only cast a vote unless otherwise specified under specific responsibilities stated in these By-Laws.

4. Terms of Membership. Membership is based on the calendar year. Annualmembership is from 1 January to 31 December.

5. Withdrawal of Membership: Any member may resign membership by written notice to the Chapter President. Members will be withdrawn from membership if dues requirements are not met and 40 volunteer hours on the club's behalf are not logged. Members may request pro-rated refund only during Permanent Change of Station if one-time payment of dues occurred.

Article V – Officers and Governing Council

1. Composition: The governing council will be composed of the following offices: President, Vice-President, Secretary, Treasurer, Historian, Public Affairs Representative, Procurement Officer, and Webmaster. All Officer Positions will be elected by majority vote of the regular members present at the scheduled election meeting, but may be appointed by the President and approved by majority vote of the regular members.

2. Eligibility for Office: All regular members shall be eligible for office unless they have less than 12 months remaining until separation or PCS.

Article VI – Wear of Medallion

1. How worn:

a) Wear of SAMA Medallion: The SAMA Medallion will be worn IAW AR 670-1, and DA PAM 670-1 An individual may not wear more than two decorations with neck ribbons at one time. The decoration with highest precedence is worn suspended above the other. The Sergeant Audie Murphy Award takes precedence over other awards with neck ribbons, except for DA awards.

b) In order to conform to uniformity within the chapter, the medallion's ribbon (upon receipt) is recommended to be cut from the top of the ribbon and velcro should be applied to the ribbon to allow for adjustments.

c) The proper wear of the SAMA medallion in ACUs. The neck ribbon is to be worn inside the collar of ACU coat. The medallion is to be suspended on the outside of the coat above the rank.

d) The proper wear of the SAMA medallion in ASUs. The neck ribbon is to be worn underneath the collar of both the long and short sleeve dress shirt, and the blouse. The ribbon is lying flat under the coat just below the knot of the necktie, or just below the crossover of the neck tab. The medallion is to be suspended outside of the ASU coat and above the top button on both the male and female ASU.

2. When to wear:

a) Members stationed on Fort Lee are authorized to wear the SAMA Medallion every Friday during duty hours while on the installation. Members are authorized to wear the medallion during official meetings and other SAMC events on Fort Lee. Club shirts and hoodies are authorized for wear on Fort Lee on Fridays during PT hours or until the events are complete. Authorization of wear as discussed in this article must be put in writing and signed by the CASCOM CSM.

Article VII – Duties of Officers

1. Duties: The governing council of this organization shall administer the affairs of this organization IAW the SAMC by-laws, and all-applicable Army and Fort Lee policies and regulations. Specific duties are set forth below:

President:

a. Preside at all general membership and governing council meetings. The President shall only vote to break a tie.
b. Ensure the by-laws are upheld.
c. Call membership meetings.
d. Ensure the quality of all committee chairpersons.
e. Serve as an ex-officio member of all committees.
f. Conduct monthly meetings with the President of the Board of Directors.
g. Participate in installation selection boards as a voting member.

Vice President:

a. Assist the President and perform the duties of the President in the President's absence.
b. Assume the duties of the President should the office become vacant.
c. Participate and assist in the coordination APFT (ACFT), Performance Testing and Hands-on evaluations for SAMC candidates during installation selection process.
d. Ensure proper maintenance, serviceability and safeguard of all assets in the Fort Lee provided SAMC Room.
e. Assist the Public Affairs Officer with all social activities and fundraisers for this organization.

Secretary:

a. Keep a record of the SAMC general membership meetings. Ensure minutes are sent to the Vice President for review within 48 hours and published within 24 hours after review.
b. Keep a record of the SAMC council meetings.
c. Maintain a permanent file of all record pertaining to the organization.
d. Write all correspondence for the association.
e. Notify members of the time and place for all meetings and events.
f. Assist the Public Affairs Officer to ensure that proper protocol is followed in performing his/her duties.

Treasurer:

a. Keep an itemized account of all receipts, disbursements, and all

supporting vouchers and records from the organization accounts.
b. Collect all dues/deposit into the organization account.
c. Disburse funds as directed by the council upon proper vote by the general membership.
d. Present a written monthly and yearly financial report to the Financial Manager, DFWMR.
e. Use sound business practices and generally accepted accounting principles in maintaining the accounting records.
f. Maintain an inventory of all property.

Procurement Officer:

a. Make all purchases of operational needs.
b. Serve as the alternate for the treasurer during short absences.
c. Ensure procurement shortfalls are brought to the immediate attention of the council for revote as needed.

Historian: Chronicle and maintain the history of the association to include all media.

Public Affairs Officer/Web Master:

a. Coordinate all publicity, advertising, and protocol for dignitaries.
b. Conduct liaison with all outside agencies and the public.
c. Perform the duties of parliamentarian at all meetings.
d. Update the Signal on meetings and events
e. Organize all social activities and fundraisers of the organization with the assistance of the Vice President.
f. Monitor and update the organization's web page.
g. Maintain social media accounts for the organization.

2. Term of office: At the first scheduled meeting in August, the members shall nominate no less than two candidates for each of the elected positions. Nominated candidates will report their acceptance of the nominations at the first meeting in September. If a nominated candidate denies the nomination the members will nominate a replacement candidate. The officers shall be elected by majority vote to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. If an office is vacated during the one year term the president will appoint a replacement until the next election. In the absence of nomination, the Chapter President has the authority to appoint as needed to ensure the efficiency of the organization. No member shall hold more than one office at a time and no officer (unless there are not enough members to fill all offices), shall hold the same office for more than two consecutive terms. The president, Vice President or Secretary will not hold more than one office at a time.

3. Notice of Election: Elections will be announced every July through the Fort Lee Traveler, social media sites, and through the Board of Directors. The Secretary will also notify each member.

4. Elections: Governing council members will be elected and installed annually

during the September meeting, to take office the following month. Candidates wishing to run for office but not present at the election meeting will submit written notification to that effect to the Secretary.

5. Fort Lee SAMC Chapter authorized voting methods:

   a. **In person** - the cast of a vote by a qualified elector for any candidate on Election Day present at the election meeting.
   b. **Electronic/Absentee Method** - the casting of a vote by a qualified elector for any candidate prior to Election Day via electronic means (email, telephonically, text, etc.). All Electronic/Absentee submissions must be submitted to a predetermined disinterested party to provide fairness and transparency prior to or on Election Day.
   c. **This in person, electronic/absentee** voting process applies to personnel who meet the requirements outlined in Article IV (Membership) of the Fort Lee SAMC Chapter Bylaws.

6. Vacancies: If the President vacates office during his/her term, the Vice-President shall assume the duties of President for the remainder of the term. If any other officer vacates his office during a term, a special election will be held at the next regularly scheduled meeting. Upon learning of a vacancy, notice of special election will be made in accordance with paragraph three of this article. Thecandidate who receives a majority vote from the voting membership will fill the office. The office will be held throughout the remainder of the term vacated. The candidate who filled the vacated position can be elected to serve for another term.

7. Suspension of Election: The governing council may suspend elections of the SAMC, fill any vacancy, or extend any term, during time of declaration of war by the Congress of the United States or during national emergency proclaimed by the President of the United States. Such suspensions shall not exceed one year following termination of war or national emergency.

Article VIII – Board of Directors

1. Composition: The Board of Directors shall consist of four (4) Senior Non-Commissioned Officers from the CASCOM NCO Support Channel. Board of Directors will consist of the CASCOM Command Sergeant Major as President and will include three Command Sergeant Majors of his/her choice. The Board of Directors be comprised of active duty Soldiers on Fort Lee to ensure our relationship with the command is of the utmost concern.

2. Term of Office: The term of the advisory board members shall last until change of responsibility for the President and reelection for the remaining NCOs.

3. Appointment: Board of Directors will consist of the CASCOM Command Sergeant Major as President and will include three Command Sergeant Majors of his/her choice.

4. Duties: The Advisory Board of Directors shall advise and assist the general officers in the conduct of association affairs. They will take action to make the association a useful and honorable institution in advancing the proper role of the NCO Corps.

Article IX – Standing Committee

1. By-Law Committee: The governing council will annually appoint a by-laws committee. The committee shall be comprised of at least three but no more than five members of the governing council and/or advisory board of directors. Additionally, the Vice-President and the Secretary will be ex-officio members of the committee. The results of this committee will also be used to validate the status of the SAMC as a private organization. This revalidation will be completed annually every October.

2. Duties: The committee will examine the current laws, receive proposed amendments, and make recommendations for change.

3. Amendments: A proposed amendment will first be approved by a 2/3 vote of the governing council. All approved amendments (unless unforeseen circumstances arise where these bylaws have not been reviewed for more than one year) will be ratified by majority vote of the regular membership present at the April meeting In this case the president shall call for a proposed amendment that will go into effect immediately following ratification. All ratified amendments are subject to approval of the Installation Commander or his/her designee.

Article X – Methods of Financing

1. Disbursement: The President, Vice-President, Secretary, Treasurer and requester shall be required to sign for release of funds. A request for funds form with itemized items is required. All use of funds shall be voted upon in a governing council meeting.

a. Bank Account: Three council members will be responsible for the proper accounting of chapter funds. The Treasurer will have the ability to view account online information and deposit/withdraw funds as need from the bank directly. The Procurement Officer will have spending authority after confirmation from the Treasurer through debit card only. The Secretary will serve as the check and balance of the account and will validate the bank account statement amounts to the authorized spending monthly.

2. Bonding: When any official of the SAMC has access to funds that exceed $1000.00, bonding insurance will cover that position.

3. Dues: Payment is due annually and can be paid in two options. Option one: $55 one-time payment. Option two: $5 monthly installment payment for 12 months totaling $60. All payments will be given to the treasurer and will be monitored by the executive council. A letter of lateness will be sent twice prior to recommending removal.

4. Sponsorship: Sponsorship will consist of three levels of support and include different criteria and responsibilities to be fulfilled by the club. The duration of the sponsorship will be one calendar year starting every January. In order to properly account for spending, production of below marketing initiatives below may be changed accordingly in contract to capture contributors who join after the 1st of February on which many of the marketing products are ordered.

a. Gold Sponsors: For a sponsorship of $1000 to the club up to three Sponsor will receive: 33% of Apparel advertisement space, 15% of Banner advertisement space, 15% of Pamphlet advertisement space, specific announcement of sponsorship in every official chapter event and Social media interaction. Additionally, Gold Sponsors will have first priority during planning of chapter quarterly events and monthly volunteer events. These terms may vary depending on specifics of contract for those joining this sponsorship program after the 1st of February of each year. Sponsors will not be limited to one sponsorship and may elect to purchase additional vacant space as available.

b. Silver Sponsors: For a sponsorship of $500 to the club up to four Sponsorwill receive: 8% of Banner advertisement space, 8% of Pamphlet advertisement space, specific announcement of sponsorship in every official chapter event and Social media interaction. Additionally, Silver Sponsors will be considered for Chapter events in the absence of Gold Sponsor commitment. These terms may vary depending on specifics of contract for those joining this sponsorship programafter the 1st of February of each year. Sponsors will not be limited to one sponsorship and may elect to purchase additional vacant space as available.

c. Bronze Sponsors: For a sponsorship of $100 to the club up to ten Sponsor will receive: 2.3% of Banner advertisement space, 2.3% of Pamphlet advertisement space, specific announcement of sponsorship in every official chapter event and Social media interaction. These terms may vary depending on specifics of contract for those joining this sponsorship program after the 1st of February of each year. Sponsors will not be limited to one sponsorship and may elect to purchase additional vacant space as available.

5. Fundraisers: All fundraising activities will be conducted in accordance with Federal, State, and local tax laws, and must have approval from the Installation Commander or his/her designee if conducted on Fort Lee. Money received by fundraising activities will be used to purchase items needed for renovation/management of a volunteer or social activity, club shirts, induction and farewell gifts, club physical training activities and to offset the cost of formal military functions in which club members need to be present to assist in or accomplish a task. All other requests will be voted on by the governing council and approved by the president.

6. Taxes: This organization will comply with all Federal, State, and local tax laws.

7. Surplus: At the end of the year during a scheduled meeting members will vote and agree through majority vote how to reinvest the surplus of funds taking into consideration monetary donations to local community program.

Article XI – Meetings and Quorums

1. Governing Council: The governing council will meet as needed.

2. General Membership Meetings: The general membership will meet monthly. A formal membership meeting will be conducted on the second Wednesday of each month. Meetings may be rescheduled as needed. Additional meetings may be called by the President or when requested by three members of the governing council.

3. Officers Meeting: The officers meeting will meet monthly on the last Wednesday of each month. Meetings may be rescheduled as needed. Additional meetings may be called by the President or when requested by three members of the governing council.

4. Board of Directors: Meetings of this board may be called at the discretion of the President of the Board of Directors.

5. Quorum: A quorum shall consist of four of the six council members for the governing council meetings. Any matter brought before the regular membership shall pass with a majority vote of those regular members present.

6. Suspension of Meetings: The governing council may suspend any meeting of the SAMC during time of declaration of war by the Congress of the United States or during national emergency proclaimed by the President of the United States. Such suspensions shall not exceed one year following termination of waror national emergency.

Article XII – Activities

1. Sergeant Audie Murphy Award Final Selection Board: The Chapter President will participate during the CASCOM selection board for the Sergeant Audie Murphy Award. The Chapter President is a voting member of the selection board IAW CASCOM memorandum of instruction and local procedures.

2. SAMA Presentation and SAMC Induction Ceremony: Members of the SAMC will participate during CASCOM induction ceremonies as directed by military channels. The presentation of the SAMA is a military responsibility. Tasking through official channels for SAMA recipients to support this function is authorized. The Chapter even though a Private Organization outside of military control will facilitate as much as possible during the process.

3. SAMC Fundraiser Events: The SAMC will conduct fundraisers throughout the

year to pay for expenses incurred during all scheduled direct and indirect events and functions.

4. SAMC Volunteer Activities: The SAMC will participate at a minimum in one monthly volunteer activity and host one quarterly event. Members outside of the immediate area will capture this requirement through historical story boards due to the President monthly.

Article XIII – Dissolution

1. If the Fort Lee Chapter Sergeant Audie Murphy Club is dissolved, all funds in the treasury will be applied to meet any outstanding debts, liabilities or obligations. Thebalance of these assets will be disposed of as determined by the membership. No portion of the funds will be dispersed to any member of the SAMC. In the event, liabilities exceed assets the entire membership will be personally liable in a pro-rata share.

Article XIV – Required Clauses

1. Army Regulation 210-22 (Private Organizations on Department of the Army Installations), Installation Management Agency (IMA) Private Organization Reference Guide, and CASCOM policies/procedure, prescribes clauses that must be adhered to.

2. The following clauses MUST be part of the governing documents of a Private Organization (PO) sanctioned to operate on the installation:

a. PO will adhere to AR 210-22 regulation and furnish documents that states the PO's nature, function, objectives (including planned use of funds), and activities.

b. PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

c. In accordance with the Army Environmental Management Policy, protection of precious environmental resources is incumbent upon all members of the Total Army to include users of Army facilities and property. That responsibility includes accepting liability for both environmental and property damage incurred during routine operations as well as special programs/events. As a PO sanctioned to operate on Fort Lee, the (name of PO) hereby agrees to comply with all environmental protection laws, rules, regulations and procedures and further agrees to reimburse the installation for any and all damages arising from the conduct of its programs/events on the installation.

d. Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

e. Non-Discriminatory: No person shall be excluded from membership,

segregated, or otherwise discriminated against within this (organization, association, and chapter) on the grounds of race, color, sex, age, marital status, national origin, political affiliation, religion or handicap. In no way will the activities of the organization deprive individuals of their civil rights.

f. Adoption of Governing Documents: option of governing documents - This Constitution and Bylaws to carry out its provisions are adopted subject to the approval of an affirmation vote of (your choice) of themembership and with final approval by the CASCOM Commander or his/her designee.

g. Amendments to Governing Documents: Amendments to the Constitution and Bylaws become effective upon approval of the CASCOM Commander or his/her designee.

h. Consent Clause: This (organization, association, and chapter) operates and exists on Fort Lee, Virginia with the consent of the CASCOM Commander. This consent is contingent on compliance with the requirements and conditions of Army Regulation 210-22 and CASCOM policies/procedures, with changes and supplements.

i. Personal Liability Clause: All members are required to read the constitution and bylaws upon joining the organization. All members understand that they are personally liable if the assets of this organization are insufficient to discharge all liabilities or claims. PO's will comply with all State and jurisdictional laws. Neither the installation nor the Government will have any liability for the PO's actions or debts.

j. Non-Competitive Clause: This (organization, association, or chapter) is not an instrumentality of the United States Government. This (organization, association, or chapter) shall remain voluntarily and will not compete against any other organization. If the organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance ofthese assets will be disposed of as determined by the membership.

k. Two Signature Clause: All checks must be signed by the treasurer and one other elected officer. (You may designate the officer, such as treasurer and president or vice president in the president's absence).

The Sergeant Audie Murphy Club Fort Lee, Virginia Chapter Association Bylaws was approved by majority vote on this 9th day of February 2022.

ALLISON C. HUBBARD	TIFFANY D. CRABBE	VINCENT C. MCRAE
CHAPTER PRESIDENT	CHAPTER SECRATERY	CHAPTER VICE PRESIDENT