

The Sergeant Audie Murphy Club



Fort Riley Chapter

By-Laws

THE SERGEANT AUDIE MURPHY CLUB ASSOCIATION FORT RILEY CHAPTER BY-LAWS

Article I: Title

1. The organization shall be known as THE SERGEANT AUDIE MURPHY CLUB, FORT RILEY CHAPTER, herein after referred to as the "SAMC". This organization will operate on Fort Riley, with the written consent of the Commander or his designated representative, IAW 210-22.

Article II: General Provisions

1. This association shall contribute to the advancement and improvement of the quality of life on the installation.
2. This association is not an instrumentality of the United States. It will be sustaining, and will not receive financial assistance from the Army or non-appropriated funds.
3. This association fully supports the Fort Riley policy on Equal Opportunity, and will not discriminate in membership eligibility on a basis of race, color, religion, national origin or sex. This association will neither accept invitations from, nor participate in any activity or organization that does not conform to Fort Riley Policy, or that discriminates on the basis of race, color, religion, national origin or sex.

Article III: Aims and Objectives

1. To promote greater recognition of the NCO Corps and to perpetuate those Army and unit traditions which contribute to esprit de corps and superior performance of duty.
2. To foster public understanding and support of the Fort Riley Sergeant Audie Murphy Club.
3. To preserve and foster the spirit of fellowship among former, present and future members of the Sergeant Audie Murphy Club by an association through which they may unite in bonds and comradeship.
4. To further Soldiers' warfare knowledge in the areas of strategy, tactics, logistics, operations, administration, weapons and weapons systems.
5. To foster respect and confidence between superiors and subordinates by teaching outstanding loyalty, discipline, professionalism and caring.

6. To advance and improve the quality of life on Fort Riley and to build upon a relationship established with local community organizations.

Article IV: Membership

1. **Eligibility of Membership:** All active Army, Army Reserve and Army National Guard NCO's in the ranks of Corporal through Master Sergeant (MSG)/First Sergeant (1SG), based on FORSCOM installations or attached to FORSCOM units, are eligible for the SAMA.

2. **Membership:** Membership in the association is solely voluntary and will not be solicited. The majority of membership will be composed of Department of Defense (DoD) personnel. Members may not have received UCMJ punishment or have been under the suspension of favorable actions in the last 12 months. Members must meet the height and weight requirements outlined in AR 600-9. Members eligibility is set forth below:

a. **Regular Membership:** All individuals who have been previously inducted in the SAMC or the Sergeant Morales Club are eligible for regular membership. All regular members are eligible for positions within the governing council and are considered voting members.

b. **Honorary Membership:** Active duty Soldiers in the rank of SGM or above who demonstrate the leadership qualities and attributes of those inducted in the SAMC which are recommended by any regular member. The governing council shall review the qualities and attributes of honorary membership nominees and make recommendations to the general membership. Honorary membership will be granted upon review by the general membership and voted during the quarterly SAMC selection boards by the sitting board members.

c. **Associate Membership:** Non-DoD personnel who are not otherwise eligible to become a regular or honorary member, but who supports the aims and objectives of the association, may be recommended and granted associate membership following the same procedures for honorary members in paragraph 1-b of this article. Honorary and associate members shall be non-voting members.

3. **Removal of Membership:** Any member may be removed from the membership roll for conduct unbecoming of a member, upon recommendation and majority vote by the governing council. Membership removal will be notified to member by mail.

4. **Voting:** Regular members shall have the right to vote on all matters properly brought before a general meeting. Each regular member gets the opportunity to vote once. Any regular member receiving a salary or payment for association duties will become a non-voting member.

5. **Terms of Membership:** Membership shall remain in force as long as the governing council has not removed the member.

6. **Withdrawal of Membership:** Any member may resign membership, at any given time by written correspondence to the Fort Riley SAMC President.

Article V: Officers and Governing Council

1. **Composition:** The governing council will be composed of the following officers: President, Vice President, Secretary, Treasurer, Historian and Public Affairs Representative. The governing council will be elected by a majority vote of the regular members present at the scheduled election meeting. The Historian and Public Affairs representative will be appointed by the President and approved by majority vote of regular members.

2. **Eligibility of Office:** All regular members shall be eligible for office unless they have less than 12 months remaining until ETS, or six months remaining prior to a PCS.

3. **Duties:** The governing council of the association shall administer the affairs of the association IAW association by-laws and all applicable Army and Fort Riley regulations. Specific duties are set forth below:

a. President:

- (1) Preside at all general membership and governing council meetings; vote only in the event of a tie.
- (2) Ensure the by-laws are reviewed and upheld.
- (3) Call membership meetings.
- (4) Appoint all committee chairpersons
- (5) Serve as ex-officio member of all committees.

b. Vice President:

- (1) Assist the President and perform the duties as the President in his/her absence.
- (2) Assume the duties of the President should the office become vacant.

c. Secretary:

- (1) Keep records of the association council meetings.
- (2) Maintain the permanent file of all records pertaining to the association.

- (3) Write all correspondence for the association.
- (4) Notify all members as to the time and place of meetings.
- (5) Maintain and control roster of all appointed duties from regular members.
- (6) Comprise meeting notes into monthly minutes and send to President for review and signature.
- (7) Submit the monthly meeting minutes to Fort Riley MWR as well as Fort Riley ACS to log committee volunteer hours.

d. Treasurer:

- (1) Keep an itemized account of all receipt, disbursements, and all supporting vouchers and records from the association fund.
- (2) Collect all dues paid by association members.
- (3) Disburse funds as may be directed by the council upon proper vote by general membership.
- (4) Present a written monthly and yearly financial report to the council.
- (5) Use sound business practices and generally accepted accounting principles in maintaining the accounting records.
- (6) Maintain inventory of all financial property to include check book, debit/credit cards
- (7) Ensure that the Fort Riley Post Office is paid yearly to ensure that mailbox remains active.

e. Public Affairs Representative:

- (1) Coordinate all publicity, advertisement and protocol for dignitaries.
- (2) Conduct liaison with all outside agencies and the general public.
- (3) Perform the function of parliamentarian at all meetings.
- (4) Ensure that relationship with Fort Riley BOSS and Fort Riley MWR is cohesive and events are publicized.

(5) Ensure that all public forums of the association remain active and updated with pertinent information in regards to meetings, volunteer events, election results, community partnerships.

f. Historian:

(1) Chronicle and maintain records on the history of the association.

(2) Ensure that information from the Public Affairs is collected, disbursed and maintained for future records.

4. Terms of Office: The terms of office shall be one year, unless otherwise amended. Members may serve more than one term with the exception of the President who may only serve a term of two consecutive terms. Any sitting council member may be removed from position if deemed unfit by majority vote of general membership

5. Notice of Election: Elections will be announced two months prior to the election meeting. The Secretary will ensure that all members are notified of the scheduled meeting.

6. Elections: Governing council members will be elected during the June meeting and installed during the July meeting, annually. Election may be conducted by written ballot or by show of hands. Candidates desiring to run for office but who will not be present at the time of the elections will submit a written notification to that effect to the secretary.

7. Vacancies: If the President vacates during his/her term, the Vice President shall assume the duties of the President for the remaining time of the term, as described in Article V, par. 4a (1-5) above. If any other officer vacates their office during the term, a special election will be held at the next regularly scheduled meeting of the association in order to fill the said office. Upon elections, the candidate who received the majority vote from all voting members present will fill the said office. The office will be held throughout the remainder of the term.

Article VI: Meetings and Quorums

1. Governing Council: The governing council shall meet as directed by the President. Meetings will be held at IACH in the Conference Room adjacent to the DFAC at 1100 hrs unless otherwise directed. If that location is unavailable, the council will determine a suitable location and ensure all members are notified of the change in a timely manner.

2. **General Meetings:** General membership shall meet on the first Tuesday of each month at IACH in the conference room adjacent to the DFAC at 1100 hrs until completion. Additional meetings may be called by the President or when requested by three members of the governing council.

3. **Notification:** Notification of meetings will be electronically sent to all members as well as sent by email. The Public Affairs Representative will publish all meeting times and location to the Ft Riley Sergeant Audie Murphy Club Facebook page.

4. **Quorum:** A Quorum shall consist of 4-6 council members for governing council meetings. Any matter brought before regular membership, shall pass with a majority vote of those regular members present.

Article VII: Finances

1. **Standing Committee:** The governing council will annually appoint a finance audit committee. The committee shall consist of at least three but no more than five member who hold no office or a qualified auditor. An audit will be conducted upon the election of a new treasurer.

2. **Duties:** The finance and audit committee duties shall include: engaging and discharging auditors, reviewing audit policies and financial controls, examining audit reports, meetings with the association's financial staff on a regular basis, and reviewing all financial and budgetary matter of the association.

3. **Disbursement:** Two members of the governing council shall both be required to sign for release of funds. All use of funds shall be voted upon in a governing council meeting.

4. **Bonding:** When any official member of the association has access to funds that exceed \$1,000.00, bonding insurance will cover that position.

5. **Taxes:** This association will comply with all Federal, State and Local tax laws.

6. **Fund Raising:** All fund raising activities will be conducted in accordance with Federal and State laws and regulations. The Fort Riley MWR must grant prior approval for any events occurring on Fort Riley.

7. **Membership Dues:** All members are responsible for paying dues. The dues collected will go towards events as voted on by the association. Dues are \$5.00 a month or \$60.00 a year. Dues will be paid to the Treasurer who will provide a receipt as well as update the dues tracker prior to the monthly general membership meeting.

Article VIII: Adoptions and Amendments

- 1. Standing Committee:** The governing council will annually appoint a committee. This 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 shall be members of the committee to review the By-Laws.
- 2. Duties:** The committee will examine the current By-Laws, receive proposed amendments and make recommendations for change.
- 3. Amendments:** The proposed amendments will first be approved by a 2/3 vote of the governing council. All approved amendments will be ratified by a majority vote of the regular membership present at the next schedule meeting. All ratified amendments are subject to the final approval by the Installation Commander.

Article IX: Activities

- 1. Sergeant Audie Murphy Club Selection Board:** Quarterly, there will be a SAMC selection board. The President of the board will be the Division Command Sergeant Major, and the Brigade Sergeant Majors will attend as board members. There will also be a SAMC regular member on the board as well. This member will be detailed by the governing council. This member will be notified electronically as well as monthly meetings. Guidelines for the SAMC selection board are outlined in FORSCOM Regulation 600-80-1, as well as the published MOI
- 2. SAMC Induction Ceremony:** The SAMC Induction Ceremony is used to provide recognition of new members. On the day prior to the induction ceremony, a luncheon will be conducted with all available members present. New members will be provided with any awards they receive as well as any sponsor gifts. The lunches of new members and their spouses will be paid for by a SAMC sponsor or the Fort Riley SAMC. The following day, the induction ceremony will take place and the new inductees will receive their SAMC medallion.
- 3. SAMC Fund Raiser Events:** The SAMC will conduct fund raisers throughout the fiscal year to pay for expenses incurred during a SAMC induction ceremony, or give back to a good cause to the community, i.e., buying new sporting equipment to the YMCA. Members will take a vote on such before actual execution.

Article X: Awards and Gifts

1. **SAMC Inductee:** SAMC Inductee will receive the following awards and gifts at the induction ceremony:

- a. SAMC Certificate of Achievement
- b. SAMC Medallion
- c. SAMC Membership Card
- d. Various gifts from sponsors around the community

2. **SAMC Inductee Spouse:** SAMC Inductee Spouse may receive the following:

- a. Certificate of Appreciation or on yellow rose

Article XI: Dissolution

If the association is ever dissolved, funds in the treasury will be applied to meet any outstanding debt, liability or obligation. The balance of these funds will be disposed of IAW the majority vote of the regular members present. No portion of the funds will be dispersed to any member of the association. In the event liabilities exceed the assets, the entire membership will be personally liable in a pro-rated share.

The By-Laws of the Sergeant Audie Club, Fort Riley Chapter were voted on and approved with the majority vote on 05 June 2018

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