

**THE UNITED STATES ARMY MILITARY DISTRICT OF WASHINGTON SERGEANT AUDIE MURPHY
CLUB CHAPTER BY LAWS**

ARTICLE I – TITLE

1. The organization shall be known as THE MILITARY DISTRICT OF WASHINGTON (MDW) SERGEANT AUDIE MURPHY CLUB (SAMC) Chapter, herein after referred to as the "SAMC". The mailing address will be the following:

MDW SAMC Chapter
P.O. Box 1045
Fort Myer, VA 22211-0045

2. The organization will operate on Fort McNair, Fort Myer, Fort Belvoir, Fort Meade, Fort Hamilton and Fort A.P. Hill with the written consent of the Commander/Command Sergeant Major IAW AR 210-1 and MDW 215-7.

ARTICLE II - GENERAL PROVISIONS

1. This organization shall contribute to the advancement and improvement of the quality of life on the installations within the Military District of Washington (limited in the states of Virginia and Maryland, and the District of Columbia) and throughout the community.

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

3. The SAMC fully supports the Army's Equal Opportunity policy and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, or sex. The SAMC will neither accept invitations from, nor participate in, any activity or organization that does not comply with the Army's Equal Opportunity policy.

ARTICLE III - AIMS AND OBJECTIVES

1. To promote greater recognition of the NCO Corps and 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 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 organization through which they may unite in bonds of comradeship.

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

5. To foster respect and confidence among superiors and subordinates by teaching loyalty, discipline, professionalism, and caring.

ARTICLE IV – MEMBERSHIP

1. MEMBERSHIP: Membership in the SAMC is an obligation. Non-commissioned officers in the rank of Corporal through Sergeant First Class in the Active Army, Army Reserve, and Army National Guard may compete. Membership eligibility is set forth below:

a. REGULAR MEMBERSHIP: All individuals who have been previously inducted into the Sergeant Audie Murphy Club or the Sergeant Morales Club are eligible for regular membership. Members must present membership card and SAMC certificate for verification for complete transfer. Members must be current with the payment of annual dues and attend the meetings to be in good standing. If a member is not in good standing actions will be taken to terminate and disassociate the member through formal procedures.

b. HONORARY MEMBERSHIP: Active Duty, National Guard, and Army Reserve Enlisted Soldiers in the grade of E-8 and above who demonstrate the leadership qualities and attributes of those inducted into the Sergeant Audie Murphy Club recommended by any regular member and voted in by general membership.

(1) Honorary memberships shall be bestowed after nominations are made and seconded by general membership. Approval shall be granted by a board comprised of no less than 5 officers and active members. Appeals and tiebreakers will be heard and decided by the MDW SAMC President.

c. ASSOCIATE MEMBERSHIP: DOD and Non-DoD personnel, or Organizations who are not otherwise eligible to become regular or honorary members but whom support the aims and objectives of the SAMC, may be recommended and granted associate membership following the same procedures for honorary members in paragraph 1.b (1) of this article. Associate members shall be non-voting members.

2. REMOVAL OF MEMBERSHIP. Recommendation for removal of membership may be made after a governing council vote by a panel of not less than 5 officers. Removal from the SAMC will then be decided by a review panel presided by the MDW Command Sergeant Major, and consisting of the President of the SAMC and no less than 3 National Capital Region Command Sergeants Major. Removal shall only be reserved for the most serious breaches in good order and discipline, and conduct unbecoming of a Soldier and SAMC member. The removal board will be held quarterly, as required, in line with the scheduled SAMC Selection Board.

3. VOTING. Regular members in good standing shall have the right to vote on all matters properly brought before a general meeting. Each regular member gets one vote. Any regular member receiving a salary or payment for SAMC duties will become a non-voting member.

4. TERM OF MEMBERSHIP. Membership shall remain in force as long as the member has not been removed.

5. WITHDRAWAL OF MEMBERSHIP. Any member may resign membership by written notice to the President.

ARTICLE V - OFFICERS AND GOVERNING COUNCIL

1. COMPOSITION. The governing council will be composed of 6 regular members. The offices of President, Vice-President, Secretary, and Treasurer will be elected by majority vote of the regular members present at the scheduled election meeting. The Historian and Public Affairs Officer will be appointed by President and approved by a majority vote of the regular members. Each Officer will serve a term of service actively for one year at the minimum unless re-election, replacement and/or relieved of duties by the President in writing. The term shall not exceed two years unless an exception to policy is issued.

2. ELIGIBILITY FOR OFFICE. All regular members in good standing shall be eligible for office unless they have less than 12 months remaining until ETS or PCS. The offices of the president and vice president will come from different commands and not from the same commands consecutively.

3. DUTIES. The governing council of the SAMC shall administer the affairs of the SAMC in accordance with the by-laws, and all applicable Army, FORSCOM, and MDW regulations. Specific duties are set forth below:

a. President. It shall be the duty of the President to:

(1) Preside at all general membership and governing council meetings. The president shall only vote to break a tie.

(2) Ensure the By-laws are upheld.

(3) Call membership meetings.

(4) Appoint all committee chairpersons.

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

b. Vice-President. It shall be the duty of the Vice-President to:

- (1) Assist the President and perform the duties of the President in their absence.
- (2) Assume the duties of the President should the office become vacant.
- (3) Perform duties and functions as direct by the president.

c. Secretary. It shall be the duty of the Secretary to:

- (1) Keep a record of the SAMC council meetings and submit minutes to president for review within 48 hours.
- (2) Keep a record of the SAMC general meetings and submit minutes to president for review within 48 hours.
- (3) Maintain the permanent file of all records pertaining to the SAMC.
- (4) Set up and maintain the Post Office Box for the SAMC.
- (5) Write all correspondence and printing for the SAMC.
- (6) Notify members as to time and place for meetings.
- (7) Perform the duties and functions as directed by the president.

d. Treasurer. It shall be the duty of the Treasurer to:

- (1) Keep an itemized account of all receipts, disbursements, and all supporting vouchers and records from the SAMC's fund.
- (2) Collect all dues and keep records up to date at all times.
- (3) Disburse funds as may be directed by the council upon proper vote by the general membership.
- (4) Present a written monthly and yearly financial report to the Council and MDW CSM. Additionally, provide a written itemized expenditure report to the general membership no less than 4 times per year.

(5) Perform the duties and functions as directed by the President.

(6) Use sound business practices and generally accepted accounting principles in maintaining the accounting records.

(7) Maintain inventory of all property.

(8) Perform the duties and functions as directed by the President.

e. Public Affairs Officer. It shall be the duty of the Public Affairs Officer to:

(1) Coordinate all publicity, advertisement, protocol for dignitaries.

(2) Conduct liaison with all outside agencies and the general public.

(3) Perform the function of parliamentarian at all meetings.

(4) Reserve locations for the, board and Induction Ceremonies.

(5) Maintain a list of guest speakers for induction ceremonies.

(6) Set up the entertainment for the ceremonies.

(7) Perform the duties and functions as directed by the President.

F. Historian. It shall be the duty of the Historian to:

(1) Chronicle and maintain the history of the SAMC.

(2) Maintain the SAMC wall and Web page.

(3) Record and maintain records (photos, videos and etc.) of all SAMC events.

(4) Perform duties and functions as directed by the President.

5. NOTICE OF ELECTION. Elections will be announced 2 months prior to the election meeting. All elections will be announced through command information channels, including (but not limited to) command newspapers, commander's access television stations, installation postmaster e-mail notifications, CSM/1SG information channels, Facebook, and the SAMC Official Website. Nominations will be submitted in writing or by electronic submission to the Secretary. All nominees will be notified by the Secretary in writing or by electronic message of their nomination and each nominee will accept or decline in writing or by electronic message to the Secretary.

6. ELECTIONS. Governing council members will be elected and installed annually during the August meeting, for the Term beginning on the 1st of October of that same year. Election will be by written ballot, or electronic ballot. Candidates wishing to run for office but are not present at the election will submit written notification to that effect to the Secretary. All members in good standing are eligible to vote or run for office. Self nominations are permitted.

7. 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/her office during the term, a special election will be held at the next regularly scheduled meeting of the club. Upon learning of the vacancy, notice of special election will be made in accordance with paragraph 5 of this article. The office will be filled by the candidate who receives a majority vote from the voting members present. The office will be held throughout the remainder of the term. Each Officer is required to perform their duties in a professional manner. Each Officer will be prepared and ready to conduct business at all events when present. If an Officer demonstrates that they are unable or unwilling to meet their obligations to the organization, a special election will be held at the next regularly scheduled meeting of the club.

8. SUSPENSION OF ELECTION. The governing council may suspend elections of the association, fill any vacancy, or extend any term, during time of declaration of war by the Congress of the United States or during a national emergency proclaimed by the President of the United States. Such suspension shall not exceed 1 year following termination of war or national emergency.

ARTICLE VI MEETINGS & QUORUMS

1. GOVERNING COUNCIL: The governing council shall meet as required, or called to meet by the President of the SAMC.

2. GENERAL MEETINGS. The general membership shall meet the third Wednesday of each month at the surrounding installations in the MDW area at 1130. Additional meetings may be called by the President or when requested by 3 members of the governing council.

3. NOTIFICATION. Notification of meetings will be posted in installation newsletters, email distribution lists, Facebook calendars and the MDW official webpage.
4. QUORUM. A quorum shall consist of 4 or 6 council members for governing council meetings. Any matter brought before the regular membership, shall pass with a majority vote of those regular members present.
5. 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 a national emergency proclaimed by the President of the United States. Such suspension shall not exceed 1 year following termination of war or national emergency.

ARTICLE VII – FINANCES

1. STANDING COMMITTEE. The governing council will bi-annually appoint finance and audit committees. The committee shall consist of at least 3 but no more than 5 members 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, meeting with the association's financial staff on a regular basis, and reviewing all financial and budgetary matters of the club.
3. DISBURSEMENT. The President and Treasurer 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 or member of the club has access to funds that exceed \$1,000, that position will be covered by bonding insurance.
5. TAXES. This association will comply with all Federal, State, and local tax laws.
6. DUES. SAMC dues for all members will be \$60 per year payable in full, by monthly installment, or upon transfer of member out of the MDW area. All dues are to be paid in full prior to the elections meeting in Aug. Members not in good standing will not have a vote.
7. FUND RAISING. All fund raising activities will be conducted in accordance with Federal and State laws as well as military regulations and installation policies.

ARTICLE VIII - ADOPTION AND AMENDMENTS

1. **STANDING COMMITTEE.** The governing council will annually appoint a committee. This committee shall be comprised of at least 3 but no more than 5 members of the governing council. Additionally, the President, 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.** A proposed amendment will first be approved by 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 scheduled meeting. All ratified amendments are subject to the final approval of the installation Command Sergeant Major.

ARTICLE IX – DISSOLUTION

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

The By-Laws of the Military District of Washington Sergeant Audie Murphy Club, were approved by majority vote on 18 January 2012

JESSICA TAYLOR
President

SCEDRIC MOSS
Secretary