

THE FORT HOOD FORSCOM SERGEANT AUDIE MURPHY CLUB CHARTER BY-LAWS

ARTICLE I TITLE

1. The organization shall be known as THE FORT HOOD FORSCOM SERGEANT AUDIE MURPHY CLUB. The mailing address is P.O. BOX 6144 Fort Hood, Texas 76544, and Email Address: www.hood.army.mil/SAMC. This organization will operate on Fort Hood, Texas with the written consent of the III CORPS CSM. IAW AR 210-22, FORSCOM REG 600-80 and III CORPS & FH REG 210-56.

ARTICLE II GENERAL PROVISIONS

1. This organization shall contribute to the advancement and improvement of the quality of life at “THE GREAT PLACE “and within the community.
2. This club is not an instrumental of the United States Army. It will be self-sustaining, and will not receive financial assistance from the Army or any other non-appropriated funds.
3. This club fully supports the Fort Hood policy on equal opportunity and will not discriminate in membership eligibility on the 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 Hood 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 perpetuate those Army and unit traditions that contributes to Espirit De Corps and superior performance on or off duty.
2. To foster public awareness and their 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 knowledge in areas of strategy, tactics, logistics, operations and administration.
5. To foster respect and confidence between superiors and subordinates by teaching loyalty, discipline, professionalism, and caring.

ARTICLE IV MEMBERSHIP

1. **MEMBERSHIP:** Membership in the club is voluntary, but highly encouraged. The majority of membership will be composed of Department of Defense (DOD) personnel.

Membership eligibility is set forth below:

- A. **REGULAR MEMBERSHIP:** All individuals who have been previously inducted or awarded the Sergeant Audie Murphy Award into the Sergeant Audie Murphy Club or the Sergeant Morales Club in good standing are eligible for regular membership.
 - (1) Shall pay annual dues \$30.00 in January and when first arriving to club or newly inducted within 30 days and then every January after.

- B. **HONORARY MEMBERSHIP:** Active duty Soldiers in the grade of E-8 or above who demonstrate the leadership qualities and attributes of those inducted into the Sergeant Audie Murphy Club may be recommended by any regular member. Packets will be submitted and reviewed by the governing council and presented to the general membership for voting based on qualities, attributes, and contributions. Once approved unanimously by the governing council, they will be presented a certificate and will be granted Honorary Membership exclusive to the Fort Hood chapter.
 - (1) Categories: Officer, Enlisted, Civilians
 - (2) Criteria: Must be nominated by an active SAMC member on Fort Hood. If eligible to attend (SFC and below) the SAMC board, the Soldier cannot be nominated, but must attend the board.
Packets are presented before a board of SAMC members and all council members will be present (No Honorary Members can sit on the panel).
Votes must be unanimous (the entire panel must vote yes)
 - (3) Packet Submission: Packets must include the following:
 - Biography
 - Contributions to the Fort Hood Sergeant Audie Murphy Club Volunteer Hours/Community Service
 - Career Achievements
 - Education (military and civilian)
 - DA Photo
 - Letter of Recommendation from a SAMC Member
 - (4) Packet Timeline:
Submitted by recommending active SAMC Member week prior to monthly meeting.

- C. **ASSOCIATE MEMBERSHIP:** Non-Army personnel who are not otherwise eligible to become a regular or honorary member, but who support the aims and objectives of the Association may be recommended and granted associate membership. Honorary and associate members shall be nonvoting members. Once approved, they will be presented a certificate and will be granted Associate Membership exclusive to this chapter.

- (1) Categories: Officer, Enlisted, Civilians
 - (2) Criteria: Must be nominated by an active SAMC member on Fort Hood. If eligible to attend (SFC and below) the SAMC board, the Soldier cannot be nominated, but must attend the board.
 Packets are presented before a board of SAMC members and all council members will be present (No Honorary Members can sit on the panel).
 Votes must be unanimous (the entire panel must vote yes)
 - (3) Packet Submission: Packets must include the following:
 - Biography
 - Contributions to the Fort Hood Sergeant Audie Murphy Club Volunteer Hours/Community Service
 - Career Achievements
 - Education (military and civilian)
 - Letter of Recommendation from a SAMC Member
 - (4) Packet Timeline:
 - Submitted by recommending active SAMC Member week prior to monthly meeting.
2. **REMOVAL OF ASSOCIATION MEMBERSHIP:** The Governing council may remove any member from the membership rolls for conduct unbecoming of a member, upon recommendation and unanimous vote of the Governing Council. Membership roll will be notified by e-mail and/or postal mail of any removal of club membership. Notification for removal of a SAMC/SMC member will be submitted to III CORPS CSM. Identify actions or causes for removal (e.g., DUI, UCMJ, or violation of Army values).
 3. **VOTING:** Active members, (active membership is defined as attending 8 out of 12 meetings annually unless deployed, TDY, leave or mission essential task prevent presence and participating in three or more SAMC sponsored events community or recreational in a calendar year), or newly arrived or inducted, shall have the right to vote on all matters properly brought before a general meeting. Each regular member gets one vote.
 4. **TERM OF MEMBERSHIP:** Membership shall remain in force as long as there isn't a unanimous vote to remove from club by council and members.
 5. **WITHDRAWAL OF MEMBERSHIP:** Any member may resign membership by written notice to the SAMC President.

ARTICLE V OFFICERS AND GOVERNING COUNCIL

1. **COMPOSITION:** The governing council will be comprised of 6 members whom are elected to serve as officers: President, Vice-President, Secretary, Treasurer, Historian and Public Affairs Officer. The President, Historian, and Treasurer will be elected by majority vote of the regular members present at the scheduled February electoral meeting. To maintain continuity in the council, the Vice President, Secretary and Public

Affairs Officer will be elected by majority vote of the regular members present at the scheduled September electoral meeting. The position of the Senior Mentor will be nominated by the President and approved by the council members.

2. **ELIGIBILITY FOR OFFICE:** All regular members, deemed active, shall be eligible for office, unless they cannot serve at least 12 months in that position before departing the association or have received reprimand or punishment via UCMJ, GOMR, etc. Members on current orders or special assignment shall not run for office.
3. **DUTIES:** The governing council of the association shall administer the affairs of the Club in accordance with the SAMC by-laws, and all applicable Army and Installation regulations. Specific duties are set forth below:
 - A. **President.** It shall be the duty of the President to:
 - (1) Preside over all general membership and governing council meetings. The president shall only vote to break a tie.
 - (2) Ensure all by-laws are upheld.
 - (3) Call membership meetings.
 - (4) Appoint all committee chairpersons.
 - (5) Serve as ex-officio member of all councils.
 - (6) Recertify the club as needed to continue to operate as a private organization.
 - (7) Serve as a liaison between the III CORPS CSM and the club.
 - B. **Immediate Past President.** It shall be the duty of the Immediate Past President to:
 - (1) Assist the newly elected President in the execution of all assigned duties.
 - (2) Deliver all records, contacts, and correspondence to the newly elected President by/at the first governing council meeting of the newly elected officials.
 - C. **Vice-President.** It shall be the duty of the Vice-President to:
 - (1) Assist the President and perform the duties of the President in the President's absence.
 - (2) Assume the duties of the President should the office become vacant.
 - (3) Validate and assess all completed and ongoing committee work.
 - (4) Ensure all departing members receive timely recognition and awards prior to their departure.
 - (5) If unwillingly or unable to perform duties in the long-term absence of the President, can call a special election.
 - D. **Immediate Past Vice President.** It shall be the duty of the Immediate Past Vice-President to:
 - (1) Assist the newly elected Vice President in the execution of all assigned duties.
 - (2) Deliver all records, contacts, and correspondence to the newly elected Vice President by/at the first governing council meeting of the newly elected officials.
 - E. **Secretary.** It shall be the duty of the Secretary to:
 - (1) Keep a record of the association council meetings.
 - (2) Keep a record of the association membership meetings.

- (3) Disseminate agendas prior to meetings and meeting minutes after association meetings.
- (4) Keep a record of member attendance for all meetings and SAMC sponsored events (or delegate a SAMC representative to record and report attendance when he/she will have a known absence) and track membership.
- (5) Maintain the permanent file of all records pertaining to the club.
- (6) Write all correspondence for the club.
- (7) Notify members as to time and place for meetings.
- (8) Maintain and disseminate the membership social roster.
- (9) Monitor the Chapter Web Page.

F. Immediate Past Secretary. It shall be the duty of the Immediate Past Secretary to:

- (1) Assist the newly elected Secretary in the execution of all assigned duties.
- (2) Deliver all records, contacts, and correspondence to the newly elected Secretary by/at the first governing council meeting of the newly elected officials.

G. 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 club fund.
- (2) Disburse funds as may be directed by the council upon proper vote by the general membership.
- (3) Present a written monthly and yearly financial report to the council.
- (4) Use sound business practices and generally accepted accounting principles in maintaining the accounting practices.
- (5) Maintain permanent files of all financial records pertaining to the club.
- (6) Maintain inventory of all property.
- (7) Collect all dues.

H. Immediate Past Treasurer. It shall be the duty of the Immediate Past Treasurer to:

- (1) Assist the newly elected Treasurer in the execution of all assigned duties.
- (2) Deliver all records, contacts, and correspondence to the newly elected Treasurer by/at the first governing council meeting of the newly elected officials.

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

- Coordinate all publicity, advertisement, and protocol for dignitaries.
- (1) Conduct liaison with all outside agencies and the general public.
 - (2) Perform the function of parliamentarian at all meetings.
 - (3) Update Installation Paper on meetings and events (date/time/place/etc).
 - (4) Organize all social activities and fund raisers of the club with assistance from the Event Chairperson and Vice-Chairperson.
 - (5) Serve as Public Affairs Officer and maintain Chapter website.

J. Immediate Past Public Affairs Officer. It shall be the duty of the Immediate Past Public Affairs Officer to:

- (1) Assist the newly elected PAO in the execution of all assigned duties.

(2) Deliver all records, contacts, and correspondence to the newly elected PAO by/at the first governing council meeting of the newly elected officials.

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

- (1) Chronicle and maintain the history of the club.
- (2) Maintain the SAMC wall currently located at III CORPS Headquarter
- (3) Inventory all SAMC equipment to include guidon, plaques, etc.

L. Immediate Past Historian. It shall be the duty of the Immediate Past Historian to:

- (1) Assist the newly elected Historian in the execution of all assigned duties.
- (2) Deliver all records, contacts, and correspondence to the newly elected Historian by/at the first governing council meeting of the newly elected officials.

M. Senior Mentor. It shall be the duty of the Senior Mentor to:

- (1) Provide guidance and oversight to the organization.
- (2) Serve as the direct link to the III CORPS and CSM's on Fort Hood.
- (3) Participates in activities with the organization.
- (4) Ensure departing member letters are sent to the Commanding General and a copy sent to the Installation Command Sergeant Major at the gaining duty station a minimum of 60 days prior to members departure date.

N. Brigade and Division Representatives.

Brigade and Division Representatives will be appointed by their BDE CSM.

It shall be the duty of the Representatives to:

- (1) Serve as a liaison between their respective Units' CSM and the club.
- (2) Ensure information is disseminated to all members of the club within their Unit.
- (3) At least once per quarter, inform, in writing, the status of their Unit's members to the Governing Council.
- (4) Encourage member participation at SAMC events.
- (5) Disseminate information about club activities throughout their units (post notices of fundraisers, Club events, etc.)

Brigade and Division Representatives are highly encouraged, but not required, to attend Governing Council meetings.

4. **TERM OF OFFICE:** The terms of office shall be 1 year, or until retirement or PCS, whichever is sooner, unless otherwise amended. Members may serve more than 1 term, but the President will be limited to 2 terms.
5. **NOTICE OF ELECTION:** Elections will be announced at the general meeting two months prior to the election through the Phantom Distribution. Also, the Secretary will notify each member by e-mail.
6. **ELECTIONS:** Governing council members will be elected and installed annually during the February meeting to take office 1 March. Election will be conducted by electronic or

written ballot during scheduled meeting. Candidates wishing to run for office, but not present at the election meeting will submit written notification to the Secretary prior to the February and September election.

7. **VACANCIES:** If the President vacates office during the elected term, the Vice-President shall assume the duties of the President for the remainder of the term. If any other officer vacates office during the elected term, a special election will be held at the second regularly scheduled meeting of the association after announcement of vacancy. Upon learning of the vacancy, notice of special election will be made in accordance with paragraph 5 of this article. The candidate who receives a majority vote from the voting membership present will fill the office. The office will be held throughout the remainder of the term. Exceptions to Special Election of Offices must be approved by a majority vote of the regular membership present at the next scheduled meeting.
8. **SUSPENSION OF ELECTION:** The governing council may suspend elections of the club, fill any vacancy, or extend any term, during time of declaration of war by the Congress of the United States or during a nation 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. **OFFICERS:** The officers shall meet the first Thursday of every month at Fort Hood National Bank, the Conference Room at 1130 hrs.
2. **GENERAL MEETINGS:** The general meetings may be called by the President or when requested by 3 members of the appointed officers. These meetings will occur the second Tuesday of every month at the NCO Academy, Building 33009, and Room H229 at 1600 hrs. Members not in attendance because of their duty or other authorized absences will communicate their issues/ remarks, through electronic mail to their BDE SAMC Rep and the Secretary.
3. **NOTIFICATION:** Notification of meetings will be posted in Phantom Distribution.
4. **SUSPENSION OF MEETINGS:** The governing council may suspend any meeting of the club during time of declaration of war by the Congress of the United States or during a nation 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 biannually appoint finance and audit committee. The committee shall consist of at least 3 but no more than 5 members who hold no office or a qualified auditor. An audit/financial review will be conducted upon the election of a new treasurer. Per AFI 34-223, organizations with gross annual

revenue of \$1,000 or more will also arrange for an audit at least once every two years, at their own expense. Installation Management Command may elect to conduct a periodic review as needed.

2. **DUTIES:** The finance and audit committee duties shall include engaging and discharging auditors, reviewing audit policies and financial controls, examining audit/financial review reports, meeting with club treasurer 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 funds shall be voted on in a general membership meeting.
4. **BONDING:** When any official or member of the club has access to funds that exceed \$1,500.00 binder insurance will cover that position.
5. **TAXES:** This club will comply with all Federal, State, and local tax laws.
6. **FUND RAISING:** Any fund raising activities on Fort Hood Installation will be conducted in accordance with Federal and State laws and regulations AR 210-22 and III Corps & FH REG 210-56.

(1) **DUES:** Club dues for all members will be \$30.00 per year payable at the first meeting in January, prior to elections and when first arriving to club or newly inducted within 30 days and then every January after.

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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. Additionally, the Vice-President and the Secretary shall be members of the committee to review the by-laws.
2. **DUTIES:** The committees will examine the current by-laws, receive proposed amendment, and make recommendations for change.
3. **AMENDMENTS:** A proposed amendment will first be approved by a 2/3 vote of the committee. 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 CSM.

ARTICLE IX DISSOLUTION

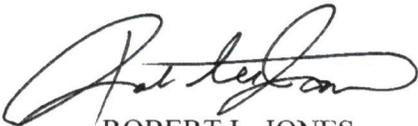
1. If the club is ever dissolved, funds in the treasury will be applied to meet any outstanding debt, liability, or obligation. The balance of the funds will be disposed of in accordance with the majority vote of regular members present. No portion of the funds will be

dispersed to any member of the club. In the event liabilities exceed assets, the entire membership will be personally liable in a pro-rate share.

2. Members may be personally liable for debts or claims against the private organization (PO) only to the extent that they authorize, ratify, or participate in the debt, claim or tort.

ARTICLE X BY-LAWS APPROVAL BY MAJORITY

1. The By-Laws of the **Sergeant Audie Murphy Club** will be reviewed by all active members. A majority vote will be conducted to approve the proposed By-Laws at the upcoming chapter meeting.
2. Any active members can propose changes to the By-Laws. All changes will be presented in typed format and can be submitted electronically to the Secretary prior to the upcoming By-Laws review board.
3. The By-Laws of the Fort Hood Audie Murphy Club will be reviewed by the III CORPS Command Sergeant Major once approved by a majority vote of the Sergeant Audie Murphy Club.



ROBERT L. JONES
SFC, USA
President