

**CONSTITUTION AND BYLAWS OF THE SERGEANT AUDIE MURPHY CLUB,
FORT KNOX, KENTUCKY**

P.O. Box 901, Fort Knox, KY 40121

ARTICLE I – Organization Name and Purpose

Section 1: This organization shall be called the *Sergeant Audie Murphy Club (SAMC), Fort Knox Chapter*.

Section 2: The organization is established as a private organization under the provisions of DoD Instruction 1000.15, as further outlined in Army Regulation (AR) 210-22, October 2001, Private Organizations on Department of the Army Installations. The organization exists on the military installation at the discretion and written consent of the installation commander. Such consent shall be contingent upon the following requirement and conditions as may be appropriate.

- a. That programs and activities conducted do not prejudice or discredit the military service or other agencies of the United States Government.
- b. Those activities will not be conducted in the name of the installation or any organization of the Army establishment.
- c. That organization will not engage in activities that are in conflict with authorized activities or non-appropriated funds.
- d. That the installation commander has authority to enforce compliance
- e. The installation commander may revoke permission to operate at any time.

Section 3: Aims and Objectives

- a. To promote greater recognition of the NCO Corps and perpetuate those Army and unit Traditions which contribute to Espirit de Corps and superior performance of duty.
- b. To foster public understanding and support of the Sergeant Audie Murphy Club.
- c. To preserve and foster the spirit of fellowship among former, present and future members of the Sergeant Audie Murphy Club by an organization which they may unite in bonds of comradeship.
- d. To further Soldier knowledge in the areas of strategy, tactics, logistics, operations, and administration using the coach, teach and mentor philosophy.

e. To foster respect and confidence between superiors and subordinates by teaching outstanding loyalty, discipline, professionalism, and caring.

Article II – General Provisions

Section 1: The organization is self-sustaining and receives no monetary assistance from the Army or from defined non-appropriated funds as provided in AR 215-1, September 2005, Morale, Welfare, and Recreation Activities and Non-appropriated fund Instrumentality's. Under AR 210-22, the organization's use of facilities is incidental. If such use were to create a utility expense the organization will reimburse such costs.

Section 2: The organization is, and shall be, a financially self-sustaining non-government organization incorporated or not, and constituted, established, and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees or agents of the Government. The association is not established nor operated pursuant to authority vested in the Army or any official thereof.

Section 3: The organization shall neither knowingly permit the Army or a non-appropriated fund to assert claim to the organization's assets, nor will not permit the Army or any non-appropriated fund to incur any obligations of the organization or on the organization's behalf. Subject to state and federal business formation law, the individual members of the organization acknowledge that they may become personally liable for the obligation and debts or the organization. Accordingly, the organization will ensure sufficient bonding for its activities.

Article III – Functions/Activities and Operating Procedures

Section 1: The club will have an executive board of officers: President, Vice-President, Treasurer, Secretary, and Public Affairs Representative.

Section 2: The executive board functions as the primary positions required to conduct executive meetings and are responsible for maintaining continuity of the SAMC and are required to attend all scheduled meetings. If they cannot attend, they are to notify the President or Vice President so their role in the meeting can be covered so that the monthly meeting can be conducted. They are the only positions that require a majority vote by members to hold their positions within the SAMC.

Section 3: The officers shall meet as determined by the President. The general membership meeting shall meet the once a month.

Section 4: The treasurer will maintain all financial logs, records, and receipts of the SAMC. The treasurer will ensure that all financial dealings of the SAMC bank account are maintained with integrity and detailed notes. He/She will ensure the SAMC is properly bonded and insured in accordance with Army Regulation and legal guidance according to the activities and functions of the SAMC. If required to maintain bonding or insurance, the funds of the SAMC will be used to cover the cost. The treasurer will have a treasury report ready and available for each monthly

meeting to the members of the SAMC. He/She will account for all financial transactions and make the treasurer reports simple and transparent to all members, executive and general members alike.

Section 5: The organization will supply the following on a routine basis (but no less than annually) to the installation commander's designee, as required by the installation commander:

- a. Minutes or summaries of organization meetings.
- b. Financial Statements.
- c. Any major changes in organization activities, membership requirements, officers, objectives, organization, constitution, bylaws, use of funds, and management functions.
- d. Names, addresses, and phone numbers of officers.
- e. A copy of audit reports.
- f. A copy of any correspondence about applicability of Federal, State, or legal laws.

Article IV – Membership

Section 1: Membership to the club is not mandatory, but is highly encouraged. The majority of the membership will be composed of Department of Defense (DOD) personnel. Membership is open to all individuals who have been inducted in the Sergeant Audie Murphy Club. In accordance with TRADOC Reg 600-14 C2, requests for Soldiers who are not eligible for selection into the TRADOC SAMC to be inducted as honorary members in the TRADOC SAMC will no longer be accepted.

- a. Membership discrimination based on race, color, national origin, gender, religious preference or sexual orientation will not be permitted.
- b. The PO activities will not seek to deprive individuals of their civil rights.
- c. The PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
- e. Membership dues are \$36 and their membership and \$20 each year thereafter. Membership dues are valid for one year. Should someone want to continue membership in the SAMC, they will pay their \$20 dues at the conclusion of the year from when they first initially paid.

Section 2: The governing council may remove any member from the membership rolls for conduct unbecoming of a member, upon recommendation and majority vote. Membership roll will be notified by e-mail or telephone. Request for removal of a SAMC member will be submitted to TRADOC CSM for evaluation and final determination in accordance with

TRADOC Reg. 600-14. Request must identify actions or causes for removal (e.g., DUI, UCMJ, or violation of integrity).

Section 3: All members are required to read these bylaws and acknowledge the members' understands of all provisions, to include the potential of personal liability where the organization's assets are insufficient to discharge all liabilities.

Article V – OFFICERS AND GOVERNING BODY

Section 1: The executive board of officers is as follows: President, Vice-President, Treasurer, Secretary, and Public Affairs Representative.

a. The executive board officers of the club shall administer the affairs of the club in accordance with the club bylaws, and all applicable Army and Fort Knox regulations.

Section 2: Any member of the organization is eligible to accept a nomination for a position as an officer.

Article VI – DUTIES OF OFFICERS

1. President:

- a. Advocates organization goals to general membership and community.
- b. Represents the SAMC during military and community functions and meetings, as needed.
- c. Promotes increasing general membership to maximize potential.
- d. Ensure the bylaws are upheld.
- e. Does not vote unless a tie break is needed.
- f. Serves as ex-officio member of all committees.
- g. Presides over all general membership and executive officer meetings.
- h. Validates volunteer records of members.

2. Vice President:

- a. Assists the President in performance of duties.
- b. Performs duties as President when President is absent.
- c. Acts as President when this chair is prematurely vacated until a new President can be duly elected by the general membership.
- d. Serves as the principal administrative manager for most support services of the SAMC by acting on behalf of SAMC as a legal liaison.

e. Acts as secondary organization banker; holding, depositing, and withdrawing monetary funds from established group bank account(s) as directed by the general membership.

3. Treasurer:

a. Acts as primary organization banker; holding, depositing, and withdrawing monetary funds from established group bank account(s) as directed by the general membership.

b. Disburse funds as may be directed by the council upon proper vote by the general membership. Disbursements less than \$100 only require a vote from the council; minimum three (3) votes are required.

c. Keep an itemized account of all receipts, disbursements, and all supporting vouchers and records from the club fund.

d. Maintain member roster to track dues paid; to include t-shirt and coin disbursement.

e. Maintain accountability of t-shirts and coins.

f. Present a written monthly and yearly financial report to the general membership.

g. Maintain tax-exempt status with IRS by filing e-Postcard Form 990-N no later than the end of January for previous tax year.

h. Maintain standings with the State of Kentucky by filing annual report.

4. Secretary:

a. Acts as recording officer for the group.

b. Assumes the duties of the SAMC Vice President should the office become vacant.

c. Keeps a record of the SAMC Fort Knox Chapter general and executive office meetings.

d. Maintains the permanent file of all records pertaining to SAMC Fort Knox Chapter.

e. Write all correspondence for the SAMC.

f. Chronicles and maintains the history of the SAMC Fort Knox Chapter.

g. Ensure all events and activities of the SAMC are logged and kept in order.

h. Notify members of upcoming events, dates, times, and locations.

5. Public Affairs Representative:

- a. Coordinate all publicity, advertisement, and protocol for dignitaries
- b. Conduct liaison with all outside agencies and general public
- c. Update the Gold Standard and social media on meetings and events (date/time/place/etc.)
- d. Maintain e-mail account for the SAMC and update/monitor its social media site.
- e. Organize all social activities and fund raisers of the club with assistance from the Activity Director and Committee.

Article VII – ELECTION AND VOTING

Section 1: Elections and voting

- a. Candidate names for elected offices shall be taken from a slate submitted by the nominating committee at the April general business meeting. Floor nominations shall be accepted only during the April general business meeting and the candidate must be present, and verbally accepts, or has given previous written or verbal acceptance to a member of the nominating committee or general membership.
- b. Officer elections are held during the April business meeting.
- c. Voting is by secret ballot. Absentee ballots are considered if requests are provided to the Executive Committee before the August meeting. Ballots are issued to all active members in good standing at the time of election.
- d. A majority vote is required to elect a candidate.
- e. Officers' term of office is for one year (May through April).
- f. When a vacancy occurs in any office, the President shall call an election within 60 days of the vacancy to elect a replacement.
- g. The organization's Secretary will ensure all active members are given at least 10 days written notice before each election. This notice will contain the time, date and place of election.

Section 2: Members of the organization shall hold a vote for the election of officers at the annual meeting. The Election Committee, as described in Article VIII, will ask for nominees 30 days prior to the election meeting. The slate of officers will be presented at the meeting and voted upon by the membership. The newly elected officers will assume their duties immediately

following the tallying of the vote. The terms of offices shall be for one year unless otherwise determined by the Executive Board, with concurrence of a majority of the General Membership. In the event removal of an officer is contemplated prior to the next annual meeting, a special election for the replacement will be held as soon as practical.

Article VIII – FUNDING SOURCES

Section 1: The organization has gross annual revenue of \$1,000 or more, the organization will arrange for an audit at least once every 2 years at its own expense.

Section 2: Upon a change of the organization’s (acting) Treasurer, an audit will be conducted; regardless of the time elapsed since the last audit.

Section 3: In no event shall the United States Government and installation be held liable for any indebtedness incurred by the members of this organization.

Section 4: The Executive Board shall expressly approve all expenditures essential for the operation of this club, and shall ensure that all disbursements fulfill the organization’s stated purposes as detailed in Article I, are in accordance with sound business practices, and are within the approved budget.

Section 5: All fund raising activities conducted on Fort Knox will be done so in accordance with Federal and State laws and regulations and shall have prior approval by the DFMWR, Fort Knox.

Article IX - TAXES

Section 1: As noted in Article 1, the organization’s purpose is charitable in nature and contemplates organizational exemption from state and federal taxes under Section 501(C)(3) of the IRS code and similar state provisions.

Section 2: Possible tax exemption notwithstanding, the organization shall obtain an Employer Identification Number (EIN) determined by applicable IRS regulations. All taxes owed by the organization at the end of each calendar year shall be determined by audit and paid when necessary by the Treasurer. Legal advice shall be obtained when determined appropriate by the treasurer and agreed upon by the Executive Board and the General Membership during a report made by the Treasurer prior to the end of each fiscal year. The organization will comply with all Federal, State and local tax laws and codes.

Article X – INSURANCE AND BONDING

As required by AR 210-22, the organization will obtain adequate insurance as protection against public liability, claims, property damage claims, or other legal actions arising from organizational activities, one or more of the organization’s members acting on behalf of the organization, or the operation of any equipment, apparatus, or device under the control and

responsibility or the organization. Adequate bonding will be purchased by the organization for members handling monthly cash flow exceeding \$500.

Article XI – MEETING and QUORUMS

Section 1: The general membership meeting shall meet the third Wednesday of every month at the BOSS Avenue building 2002 in the conference room, unless otherwise directed by the executive officers. Additional meetings may be called by the SAMC President or when requested by three of the executive officers. Notification of meetings will be posted in the Knox bulletin section of the Gold Standard, membership e-mail addresses, and social media.

Section 2: The President may call special group meetings when appropriate. Additionally, ten percent, or more, of the active membership may call a special group meeting when appropriate. Every effort will be made to notify the Secretary in writing at least ten days before the meeting date. The Secretary will, in turn, notify the general membership and executive committee of the meeting, in writing, at least seven days before the meeting date.

Section 3: Members of the SAMC who attend the general membership meeting where a vote is requested for a SAMC action, the members in attendance and a minimum, two executive members of the governing board have to be present constitute a quorum to pass a vote.

ARTICLE XII – COMMITTEES

There are three types of committees in the organization: mandatory and ad hoc.

a. **Mandatory Committees.** Committees established by the Constitution to carry out broad responsibilities within the framework of the Constitution and provide general administration of the organization. The Executive Committee will be the only mandatory committee established and consists of elected officers and chairpersons of permanent committees. Duties include, but are not limited to: establishing meeting agendas; reviewing requests for funds; approving or disapproving requests for funds (\$100.00 or less when sufficient funds are available); establishing ad hoc committees to perform one-time functions; to formulate recommendations on issues to be brought before the general membership; and carrying out all duties assigned by this Constitution.

b. **Ad hoc Committees.** Committees established by the executive committee and are designed to complete a specific activity or project with a limited scope and time period. When established, the executive committee defines their purpose and responsibilities and solicits volunteers to serve as committee chairpersons and members. Ad hoc committees are dissolved once assigned function is complete.

c. **Standing Committee:** The President will appoint an adoption and amendment committee to annually review and update the bylaws. This committee shall be comprised of at least three but no more than five members. Additionally, the Vice President and the Secretary have the

implied duty to periodically review the bylaws. The committee will examine the current bylaws, receive proposed amendments, and make recommendations for change. A proposed amendment to the bylaws will first be approved by a majority vote. 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 Garrison Commander.

ARTICLE XIII – DISSOLUTION

In case of dissolution, organizational funds will be used to satisfy all outstanding debts, liabilities, or obligations. Remaining funds will be distributed as determined by the active membership. No organization funds will be distributed to accrue to the benefit of any member.

MEMBERS UNDERSTAND THAT IF THE ORGANIZATIONS’S DEBTS EXCEED ITS ASSETS THEY MAY BE PERSONALLY LIABLE. ALL STATE AND JURISDICTIONAL LAWS WILL BE MET.

APPROVED BY THE EXECUTIVE AND GENERAL MEMBERSHIP ON

DATE

PRESIDENT

VICE PRESIDENT

TREASURER

SECRETARY

PUBLIC AFFAIRS REPRESENTATIVE