

**USARJ Sergeant Audie Murphy Club  
Chapter By-Laws**

**ARTICLE 1 TITLE**

1. The organization shall be known as the SERGEANT AUDIE MURPHY CLUB (SAMC) ASSOCIATION, UNITED STATES ARMY JAPAN (USARJ) CHAPTER, herein after referred to as the "association". The mailing address will be: USAG-J UNIT 45013 APO AP 96338. This organization will operate on Camp Zama, Japan, with the written consent of the Commander, in accordance with (IAW) DODI 100.15.

**ARTICLE II GENERAL PROVISIONS**

1. This organization shall contribute to the advancement and improvement of the quality of life on the military installation and within the community.
2. SAMC shall be self-sustaining and will not solicit financial assistance from the Army or any non-appropriated fund agencies.
3. This association fully supports the United States Army 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 Army policy, or that discriminates on the basis of race, color, religion, national origin, or sex.

**ARTICLE III FUNCTIONS/ ACTIVITIES AND OPERATING PROCEDURES**

1. To promote greater recognition of the Noncommissioned Officer Corps and perpetuate those Army and unit traditions which contribute to esprit de' corps and superior performance of duty.
2. To foster professionalism and confidence between superiors and subordinates.
3. To preserve and foster 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 Soldier knowledge in areas of strategy, tactics, logistics, operations, and administration.

**ARTICLE IV MEMBERSHIP**

1. MEMBERSHIP: Membership in the association is voluntary. Membership is set forth by the following prerequisites: Active component, DA Civilians, Retirees, Army Reserve and National Guard NCOs who were previously inducted into the Sergeant Audie Murphy Club or Sergeant Morales Club.

2. **HONORARY MEMBERSHIP:** Honorary membership may be extended to select personnel that fit the image of a SAMC member, but would not normally be allowed to compete. Careful evaluation must be taken by the approving authority to ensure that the spirit and intent of the program is preserved.

a. Sergeant Morales members in good standing will be extended honorary membership. They will receive a membership card and the opportunity to participate in all SAMC activities. They will not receive a Certificate of Achievement or medallion.

b. Honorary membership will be granted upon review and approval by the general membership.

3. **ASSOCIATE MEMBERSHIP:** Non-DOD personnel who are not otherwise eligible to become regular or honorary members, but who support the functions and operating procedures of the Association, may be recommended and granted associate membership following the same procedures for honorary members in paragraph 2a of this article. Associate members shall be non-voting members.

4. **REMOVAL OF MEMBERSHIP:** Any member may be removed from membership for conduct unbecoming and bringing discredit to the club. The governing council may recommend removal of membership. The recommendation will be voted and recorded by members. The majority vote rules. Removals will be notified by correspondence.

5. **RESTORATION OF MEMBERSHIP:** A member may request restoration of membership no earlier than 60 days after written notification of Removal of Membership has been pronounced. Request for restoration will be voted and recorded by members. The majority vote rules. Restorations will be notified by correspondence.

6. **VOTING:** All members have the right to vote on all matters brought before a general meeting.

7. **TERM OF MEMBERSHIP:** Membership shall remain in force as long as the governing council has not removed the member.

8. **WITHDRAWAL OF MEMBERSHIP:** Any member may resign by written notice to the president.

## **ARTICLE V GENERAL OFFICERS AND GOVERNING COUNCIL**

1. **COMPOSITION:** The governing council will be comprised of six (6) regular members. The offices of President, Vice-President, Secretary, Historian, Public Affair and Treasurer will be elected by majority vote of the regular members present at the scheduled election meeting.

2. **ELIGIBILITY FOR OFFICE:** All members shall be eligible for office unless they have less than 12 months remaining until ETS or PCS. The office of President and Vice-President must come from a different Command and not come from the same Command consecutively.

3. DUTIES: The governing council of the association shall administer the affairs of the association IAW the association by laws, and all applicable Army and USARJ 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) Serves 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 the President's absence.

(2) Assume the duties of the President should the office become vacant.

c. Secretary:

(1) Keep a record of the association council meetings.

(2) Keep a record of the association general meetings.

(3) Maintain the permanent file of all records pertaining to the association.

(4) Write all correspondence for the association.

(5) Notify members as to time and place for meetings.

(6) Maintain the member roster.

d. Treasurer:

(1) Keep an itemized account of all receipts, disbursements, and all supporting vouchers and records from the association 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 account records.

(5) Maintain inventory of all property.

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) Update Turret on meetings and events (date/time/place/etc.).

(5) Organize all social activities and fund raisers of the club with assistance from the NAF financial Management Branch.

f. Historian:

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

(2) Maintain the SAMC wall currently located in BLDG 101, Camp Zama Japan.

4. TERM OF OFFICE: The terms of office shall be one (1) year, unless otherwise amended. Members may serve more than one (1) term but the President will be limited to two (2) terms.

5. NOTICE OF ELECTION: Elections will be announced at the general meeting two months prior to the election and through the Torii Newspaper. The Secretary will notify each member.

6. ELECTIONS: Governing council members will elect and installed annually during the January meeting to take office one (1) February. Election will be by written ballot. Candidates wishing to run for office but not be present at the election meeting will submit written notification to that effect to the Secretary.

7. VACANCIES: If the President vacates office during his term, the Vice-President shall assume the duties of President for the remainder of the term. If any other officer vacates his office during the term, a special election will be held at the next regularly scheduled meeting of the association. Upon learning of the vacancy, notice of special election will be made IAW 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.

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 emergency proclaimed by the President of the United

States. Such suspension shall not exceed one (1) year following termination of war or national emergency.

## **ARTICLE VI MEETINGS & QUORUMS**

1. **OFFICERS:** The officers shall meet the first Wednesday of every month at the Camp Zama DFAC, at 1200 hrs.
2. **GENERAL MEETINGS:** The general membership shall meet the last Wednesday of every month at Camp Zama DFAC, at 1130 hrs. Additional meetings may be called by the President or when requested by three (3) members of the appointed office.
3. **NOTIFICATION:** Notification of meetings will be posted bi-weekly in the Torii bulletin section and email to all members.
4. **SUSPENSION OF MEETINGS:** The governing council may suspend any meeting of the association during time of declaration of war by the Congress of the United States. Such suspension shall not exceed one (1) year following termination of war or national emergency.

## **ARTICLE VII FINANCES**

1. **STANDING COMMITTEE:** The governing council will bi-annually appoint a finance and audit committee. The committee shall consist of at least three (3), but no more than five (5) members who hold no office or qualified auditor. An audit will be conducted upon 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 on during the general membership meeting.
4. **BONDING:** Fidelity bonding will be purchased by the organization for members or employees handling monthly cash flow exceeding \$500 IAW AR 210-22.
5. **TAXES:** This association will comply with Federal tax laws.
6. **FUND RAISING:** All fund raising activities will be conducted IAW Federal laws and regulation and shall have prior approval by the installation commander.

## **ARTICLE VIII ADOPTION AND AMENDMENTS**

1. **STANDING COMMITTEE:** The officers will annually appoint a committee. This committee shall be compromised of at least three (3) but nor more than five (5) members.

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: A proposed amendment will first be approved by 2/3 vote of the officers. 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 commander.

#### **ARTICLE IX DISSOLUTION**

1. In the By-Laws, the organization states funds will be disposed of IAW the majority vote of the regular members present. However, the Constitution, Section 13-2-2 donates any remaining assets to the USARJ IMWRF.

  
**Lloyd L. McDonald**  
President

  
**Jasmine N. Young**  
Secretary