

BYLAWS
BRAXTON BRAGG CHAPTER
ASSOCIATION OF THE UNITED STATES ARMY
P.O. BOX 70036
FT. BRAGG, NORTH CAROLINA 28307

ARTICLE I
TITLE

This organization chartered under the authority of the Association of the United States Army shall be known as the Braxton Bragg Chapter of the Association of the United States Army.

ARTICLE II
AUTHORITY

Section 1. The association is established at Fort Bragg, North Carolina, as a private organization with the consent of the Installation Commander (**Garrison Commander**) or designee under the provisions of the Department of Defense Instruction (DODI) 1000.15 (**24 October 2008**) and Army Regulation (AR) 210-22 (22 October 2001), contingent upon the following requirements and conditions:

- a. **To** prevent the appearance of an official sanction or support by the Department of Defense (DOD), United States Army or Fort Bragg; this private association may not use the seals, logos, or insignia of any DOD component, organizational unit, or installation on the letterhead, correspondence, or its title. Any use of the name or abbreviation of a DOD component or installation may not mislead members of the public to assume this association is an organizational unit of the **DOD**. If this association incorporates names or abbreviations of DOD components, organizational units or installations it must receive prior written approval for such use **from** the **Garrison** Commander.
- b. Programs and activities conducted do not in any way prejudice or discredit the DOD components, the military services or other agencies of the United States Government.
- c. The nature, function, and objectives of this association, together with provisions for membership eligibility, management responsibilities, financial management, proper disposition of residual assets and liabilities upon dissolution, will be established in these bylaws.
- d. This organization shall not compete with the authorized activities of appropriated or non-appropriated fund instrumentalities as defined in AR 215-1 (**31 July 2007**), but may supplement those activities when specifically authorized in the approval document.
- e. This organization will be self-sustaining and receive no support, assistance, or facilities from the Army or from non-appropriated fund instrumentalities defined in AR 215-1, except as provided in DODI 1000.15, AR 210-22 and Department of Defense Directive (DODD) 5500.7-R, Joint Ethics Regulation, (**November 29, 2007**).

f. This association may receive logistical support from DOD components with appropriated Federal Government resources in accordance with regulations. Non-appropriated fund instrumentality funds or assets shall not directly or indirectly be transferred to this association.

g. Neither an appropriated fund activity nor a non-appropriated fund instrumentality will assert any claim to the assets of this organization, or incur or assume any obligation of any private organization, except as may arise out of contractual relationships.

h. Adequate insurance, as defined by the service concerned (**Army**), shall be secured by this organization to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the association or one or more of its members acting on its behalf.

i. The association shall be responsible for ensuring applicable fire and safety regulations, environmental laws, local, state, and federal tax codes, and any other applicable statutes and regulations are complied with while conducting the operations of the association.

j. This association is not established to provide morale, welfare, and recreational services essential to the operation of the organization (**Braxton Bragg Chapter**).

k. This association, if conducting special events on Fort Bragg, agrees to indemnify and hold harmless the United States of America, the Department of the Army, and the **installation**, and **its** agents, events, and employees, from any liability for any and all claims, demands, rights, liens, and causes of action whatsoever kind and nature arising out of the association's operations or activities on Fort Bragg.

l. Neither **the Fort Bragg** installation nor the government will have any liability for the association's actions or debts.

m. The **Garrison** Commander or designee has authority to enforce compliance by this association with the conditions enumerated herein, to inquire into the activities, and to withdraw his consent for the operation of this organization on the installation without limitation if deemed necessary in the interest of the **government**. **The Garrison Commander may revoke the permission for the chapter to operate within the installation's boundaries at any time.**

n. This association understands fidelity bonding will be purchased for members or employees handling monthly cash flow exceeding \$500. Bonding will be equal to the normal maximum amount of cash handled.

o. This organization will comply with all requirements set forth in AR 210-22 and DODI 1000.15.

p. The chapter will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the government.

q. The chapter derives its legal existence from the charter of the Association of the US Army incorporated in the District of Columbia on 5 July 1950, and operating as an educational organization exempt from Federal taxation under the terms of Section 501c (3) of the Internal Revenue Code

Section 2. All members understand that, to the extent allowed by law, they are not personally liable if the assets of the organization are insufficient to discharge the organization's liabilities in the event of bankruptcy, insolvency or dissolution. Debts and liabilities of the organization are intended to be solely those of the organization, and not the organization's members. The organization agrees to abide by any State or jurisdictional minimum capitulation requirements and certifies that all State and jurisdictional laws are met. [Public and Association Professional liability insurance coverage for the chapter and its officers is provided by AUSA National Headquarters for permitted activities of the chapter.](#)

ARTICLE III AIMS AND OBJECTIVES/MISSION STATEMENT

The Aims and Objectives/Mission Statement of the Braxton Bragg Chapter of the Association of the United States Army shall be wholly educational, literary, scientific; fostering esprit de corps, dissemination of the professional knowledge, and the promotion of the efficiency of the Army components of Armed Forces and our country; and by local action to further the aims and objectives of the Association of the United States Army which are to:

- a. Contribute its full resources and capabilities to advancing the security of the United States.
- b. Consolidate the efforts of all who support the United States Army as indispensable instrument of national security.
- c. Maintain a military posture to support the national interests in the wide variety of situations that may threaten the security of the United States.
- d. Support a national military policy that will promote stability and peace throughout the world.
- e. Inform the American people of the fundamental facts and factors pertaining to the national security.
- f. Promote greater recognition of the military profession and advocate policies that will advance the well-being and opportunities of those who pursue a military career.
- g. Cultivate cordial relations, mutual understanding and support among the **Armed Forces within the DOD.**
- h. Foster public understanding and support of the United States Army.
- i. Assist in informing the members of the association and the public of the development of the United States Army and keep them abreast of new accomplishments by the Army.
- j. Promote and perpetuate those army and unit traditions that contribute to **esprit de corps** and superior performance of duty.

- k. Preserve and foster the spirit of fellowship among former, present and future members of the United States Army and the Association of the United States Army and provide an organization through which they may unite in bonds of comradeship.
- l. Commemorate the memory of soldiers who gave their lives in the service of their country.

Further, we will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the United States Government. We will not seek to deprive individuals of their civil rights.

ARTICLE IV REGIONAL AREA

Section 1. CHAPTER AREA. The regional area (footprint) encompassed by the Braxton Bragg Chapter of the Association of the United States Army shall include Fort Bragg, North Carolina, its surrounding civilian communities and all other areas approved by the Chapter's Board of Directors and the National Headquarters Association of the United States Army, Arlington Virginia which currently includes the entire State of North Carolina minus Ashe, Avery, and Watauga counties. **The specified chapter footprint does not preclude individual and corporate members residing outside the chapter footprint from affiliating with the Braxton Bragg Chapter.**

Section 2. SATELLITE AND SUBCHAPTERS. The Chapter President may, with the approval of the Board of Directors, establish satellite and/or subchapters. A listing of satellite and subchapters will be maintained as part of the permanent records of the Braxton Bragg Chapter. Satellite and/or Subchapters may also be deleted by the President with the consent of the Board of Directors.

a. Satellite and Subchapters may have their own President, Secretary and Vice-Presidents as deemed appropriate. Satellite and Subchapters may not have their own Treasurer or separate financial records or bank accounts. All administrative support and financial assistance will be performed by the Braxton Bragg Chapter.

b. Members of the satellite and subchapters will remain affiliated with the Braxton Bragg Chapter, but may conduct activities under their own identity, e.g. "The _____ Satellite Chapter of the Braxton Bragg Chapter" or "The _____ Subchapter of the Braxton Bragg Chapter."

ARTICLE V MEMBERSHIP

Section 1. ELIGIBILITY AND CLASSES OF MEMBERSHIP. Membership in the Braxton Bragg Chapter of the Association of the United States Army is open to all those persons residing in, or with place of business in, the regional area as designated in Article IV above, and who subscribe to Article III of these bylaws. Individual, corporate, and sustaining member designees residing beyond the chapter's footprint may request affiliation with the Braxton Bragg Chapter. Classes of members shall include Individual, Life, Junior, Honorary, Corporate, and Sustaining. The chapter may institute honorary memberships which will not be carried as such on the national rolls. National sustaining member companies may not be members of the Braxton Bragg Chapter, but National sustaining member designees will be accepted as members. Corporate members will be affiliated with the Braxton Bragg Chapter and corporate member designees will be enrolled as chapter members. Membership shall be voluntary and open to all eligible persons regardless of race, color, sex, religion or national origin, age, disability or creed.

Section 2. TERMS OF MEMBERSHIP. Membership in the Braxton Bragg Chapter of the Association of the United States Army may remain in force so long as the member maintains current status by the payment of dues to National; conducts him/herself so as not to bring discredit to the chapter, AUSA, or the US Army; and meets such additional requirements of the Braxton Bragg Chapter as may be established by the officers and members of the Braxton Bragg Chapter and approved by National Headquarters.

Section 3. VOTING RIGHTS. All members, regardless of class, may have a vote in Chapter affairs, except as specified in Article VI, Section 2, of these bylaws.

Section 4. READING BYLAWS. All Board of Directors members must acknowledge in writing to the chapter Vice President for Administration that they have read these bylaws. The chapter president will review the bylaws annually.

ARTICLE VI OFFICERS AND ORGANIZATION

Section 1. COMPOSITION AND ELIGIBILITY. The officers of the Braxton Bragg Chapter AUSA will consist of a President, President Elect, Immediate Past-President, all Vice Presidents, a Recording Secretary and a Treasurer. They, along with Members-at-Large, shall be known as the Board of Directors. The President and the President Elect will be elected by the membership. Other positions are appointive. Additional Vice Presidents may be appointed by the President with the approval of the Board of Directors. Members of the active military service or National Guard or Reserve personnel on extended active duty may not hold elective office.

Section 2. BOARD OF DIRECTORS. The voting members of the Board of Directors shall consist of the President, President Elect, Vice Presidents, Recording Secretary and Treasurer, Members-at-Large and Immediate Past President. The Board of Directors shall be the governing body of the Braxton Bragg Chapter. It shall govern in accordance with the bylaws of the Association of the United States Army and the bylaws of the Braxton Bragg Chapter.

These actions shall include, but are not limited to:

- a. Approving and directing the chapter's operation and programs.
- b. Analyzing proposals and requests.
- c. Forming, adopting and acting upon recommended policy.
- d. Recommending appointment of additional committees.
- e. Assigning tasks and providing guidance to chapter committees.
- f. Receiving reports from chapter committees.
- g. Approving chapter expenditures and functions.
- h. Suspending, modifying and/or adding to the provisions of these bylaws temporarily until the next chapter General Membership Meeting.

The Board of Directors will meet at least quarterly and at other times at the call of the President.

Section 3. **BOARD OF ADVISORS.** The Board of Advisors shall be composed of all past presidents of the Braxton Bragg Chapter of the AUSA, the current president, and interested community members with varied backgrounds, experience and expertise who volunteer to serve on the Board of Advisors. The community volunteers will be nominated by the chapter president and approved by the chapter Executive Committee. When meetings of the Board Advisors are needed (normally twice annually), they shall be chaired by the Immediate Past President or, in the absence of an Immediate Past President, a chairperson shall be appointed by the President with the approval of the Board of Directors. It is not anticipated that all members of the Board of Advisors will be required to attend every meeting of the Advisory Board. The members of the Board of Advisors are available to serve on board committees and attend board meetings. While Board of Advisors members are advisors to the Board of Directors, they may and are encouraged to participate without vote in the discussion of matters affecting the chapter at Board of Directors meetings. The Board of Advisors is encouraged to:

- a. Recommend policy, procedures and objectives for the chapter.
- b. Garner community support for the chapter's programs.
- c. Furnish advice to the Board of Directors and chapter's committees
- d. Serve as a conduit of information between the community and the chapter's Board of Directors/ committees.
- e. Participate in chapter activities/ committees of interest to them and/ or as requested by the organization.

The Board of Advisors shall meet at the call of the Chairman of the Board of Advisors or the president of the chapter.

Section 4: **TERM OF OFFICE.** Officers elected shall serve for a term of two (2) years and shall be eligible for consecutive re-election/ re-appointment only once to the same position. No officer shall serve in any capacity for more than eight (8) consecutive years unless nominated and elected as President

Section 5: VACANCIES. Vacancies, except in the office of President and President Elect, will be filled by presidential appointment with advice and consent by majority vote of the Board of Directors. Vacancy of the Presidency will be filled by the President Elect.

Section 6: DUTIES OF OFFICERS.

a. President. As the principal executive officer, the President shall be a prominent and influential citizen who is interested in the chapter, its mission, aims and objectives, and who will devote the necessary time and provide the required leadership to run the chapter, and who has served at least one term (2 years) on the Board of Directors and in the chapter. The President is responsible for:

1. Presiding at the General Membership Meetings and meetings of the Board of Directors.
2. Appointing any non-elected officers and committee chairmen.
3. Appointing ad hoc committees as needed
4. Ensuring a sound organization and effective overall chapter program.
5. Ensuring that the chapter maintains proper insurance coverage on chapter assets and activities.
6. Serving as the final approving authority of all financial expenditures except as he/she may choose to delegate this authority consistent with these bylaws.

b. President Elect. The President Elect shall fit the qualifications of the President and shall be responsible for:

1. Assuming the duties of the President in the absence or incapacitation of the President; and
2. Performing other duties as assigned by the President.

3. If the Board of Directors determines for any reason that there are no candidates available and willing to stand for election as President Elect who meet the minimum requirement of having served on the Board for at least two years, the Board may nominate a candidate who has at least one year as a member of the Board of Directors and who will have completed at least two years service as a Board member by the time of succession as President.

c. Recording Secretary: The Recording Secretary is responsible for:

1. Attending and composing the minutes of all meetings.
2. Reporting all chapter meetings, activities, and projects to National Headquarters.
3. Performing such other chapter duties as the President may direct.

d. Treasurer: As the fiscal officer for the chapter, the Treasurer serves as the overall financial manager and shall be consulted on the financial implications of all chapter activities. The Treasurer shall be bonded. The Treasurer is responsible for:

1. Advising the President and the Board of Directors on all financial matters.

2. Receiving and disbursing all funds belonging to the chapter.
3. Safeguarding chapter funds and other assets.
4. Preparing the chapter budget.
5. Maintaining necessary internal accounting controls as defined under Article VIII of these Bylaws.
6. Maintaining necessary accounting records.
7. Submitting periodic financial reports to the President.
8. Preparing and submitting Annual Financial Statements.
9. Arranging for audits of chapter financial records.
10. Maintaining proper insurance coverage on chapter assets and activities.
11. Preparing written procedures governing financial administration for approval by the Board of Directors.
12. Submitting to the Treasurer at National, on forms provided by National Headquarters, financial reports covering the calendar year. The dates of submission will be as indicated by the National Treasurer.
13. Performing such other chapter duties as the President may direct

e. Vice Presidents. Each Vice President is expected to form a committee to assist in their functional area as needed. The Vice Presidents shall serve as the chairperson of their respective committees. They shall oversee the operation of their committees, and shall provide guidance and advice to the committee members and to the President. Additionally, each Vice President is responsible for understanding the National AUSA requirements for achieving “Best Chapter” and “Merit Chapter” recognition from the National AUSA headquarters and ensuring that the chapter meets those requirements in their areas of oversight. More specific responsibilities for the various Vice Presidents are enumerated in Section 7. The Vice Presidents shall perform such other chapter duties as the President may direct. There shall be one Vice President in each of the following positions:

1. Administration.
2. Awards.
3. Corporate Membership.
4. DOD Civilian Programs
5. Education and Public Affairs
6. EXPO/ Symposium Activities
7. Family Support Activities
8. Individual Membership.
9. Army National Guard & Army Reserve Affairs.
10. NCO & Enlisted Affairs
11. Programs.
12. Raffle Activities
13. Resolutions and Legislative Affairs
14. Veterans Affairs
15. Scholarships.
16. Accessions Command Activities

Section 7. Standing Committees.

a. Administrative Committee: This committee is chaired by the Vice President for Administration. The committee is responsible for:

1. Overseeing the general clerical operations of the chapter
2. Assisting other Vice Presidents and committees in their duties and responsibilities
3. Developing and maintaining a Chapter Operation's Manual to record the standard operating procedures used by the Braxton Bragg Chapter.
4. Reviewing and recommending updates for these Bylaws to the Board of Directors annually not later than 1 May.
5. Maintaining the chapter records.
6. Handling all chapter correspondence.
7. Ensuring proper routing of correspondence and important information to the appropriate vice presidents or committees.
8. Ensuring properly executed membership applications are mailed to National headquarters within 10 days of execution through coordination with Chairmen, Individual and Corporate Membership Committees.
9. Ensuring that rosters are received by Vice Presidents for Individual Membership, Retiree Affairs, and Corporate Membership on a timely basis.
10. Ensuring that the officers, committees and membership are kept informed of all important chapter events.

b. Awards Committee. This committee is chaired by the Vice President for Awards. The activities of the Awards Committee may overlap with other committees and therefore close coordination with them is essential. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to awards.
2. Developing and recommending policies pertaining to the development and implementation of the Chapter and National Awards Programs to the Board of Directors.
3. Preparing an overall Chapter Awards Program to include type of award and criteria for the awards budget. Consideration is to be given for awards to members, non-members, business firms and other organizations for efforts helpful to the Army or AUSA to reward military excellence within the Army, including all components and the ROTC, for scholastic, leadership and citizenship excellence in secondary schools and colleges, etc.
4. Ensuring appropriate presentation and publicity for the awards.
5. Forwarding complete data and information on chapter meetings, activities, projects and publicity upon which National Awards are based to the National AUSA Headquarters.
6. Forwarding chapter nominations and backup information for various other National Awards to National AUSA Headquarters.

c. Corporate Membership Committee. This committee is chaired by the Vice President for Corporate Membership. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to Corporate Member programs.
2. Planning, developing and coordinating Army-Industry and AUSA-Industry type programs.

3. Acquiring and retaining membership and support from local commercial enterprises and civilian organizations.
4. Working closely with Fort Bragg's military leaders.

d. DOD Civilian **Programs** Committee. This committee is chaired by the Vice President for DOD Civilian **Programs**. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to DOD civilian membership.
2. Developing ways and means to encourage membership among DOD Civilians and ways to encourage timely renewals.
3. Coordinating efforts to recruit and retain members with Individual Membership, Programs, and the Education and Public Affairs Committees.

e. Education and Public Affairs Committee. This committee may be composed of two subcommittees, one in charge of Education and the other Public Affairs. It keeps the Board of Directors informed and recommends Chapter policy pertaining to education and public affairs. This committee is chaired by the Vice President for Education and Public Affairs

Education Subcommittee. This subcommittee is responsible for:

1. Recommending the chapter's education and publicity.
2. Obtaining coverage for the Army and AUSA in local news media, including radio and television.
3. Publicizing chapter functions.
4. Arranging for press coverage of newsworthy functions, including interviews with out-of-town speakers.
5. Maintaining liaison with Army Public Information Officers in the chapter area.
6. Taking appropriate action to counter publicity in local media unfavorable to the Army (when the facts warrant).
7. Preparing the chapter's newsletter and distributing it to the membership.
8. Assisting the Programs Committee, Individual and Corporate Membership Committees, and others as required.
9. Submitting, through Chapter Secretary, material, photographs, and articles covering chapter activities for Army magazine to Director of Regional Activities at National AUSA.
10. Monitoring dissemination of AUSA National and Chapter Resolutions.

Public Affairs Subcommittee. This subcommittee is responsible for:

1. Keeping informed on matters that affect the status and capabilities of the Army, such as budget, legislation, civil defense, terrorist activities, et al.
2. Utilizing position papers and fact sheets published by national and/or other source material to inform chapter members and the public about the Army.

3. Maintaining liaison with other organizations, agencies and individuals with similar interests as the Braxton Bragg Chapter in the chapter's regional area.
4. Recommending information for dissemination.
5. Working with the Resolutions and Legislative Affairs Committee to assist the chapter in keeping well informed and acting correctly in both of these areas.

f. EXPO/ Symposium Activities. This committee is chaired by the Vice President for EXPO/ Symposium Activities. The committee is responsible for:

1. Keeping the Board of Directors informed regarding EXPO/ Symposium Activities and recommending chapter policy pertaining to EXPO/ Symposium activities.
2. Building and maintaining an effective committee with sufficient members to aggressively pursue planning and executing the EXPO/ Symposium Activities to insure a successful EXPO/ Symposium.
3. Maintaining active and effective liaison with our chapter's EXPO/ Symposium contractor to insure that the provisions of our contract with them are being properly carried out.
4. Reviewing and recommending necessary changes as necessary to the chapter's contract with its EXPO/Symposium contractor and any other business type arrangements.
5. Managing the financial activities regarding the EXPO/ Symposium in coordination with the chapter's treasurer.

g. Family **Support Activities**. This committee is chaired by the Vice President for Family **Support Activities**. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to family readiness activities.
2. Establishing liaison with the various Family Readiness Groups on this installation and work to engage them in the AUSA activities while finding ways in which the Chapter can assist them.
3. Build and maintain an effective committee with sufficient members to aggressively pursue the family support needs of our families.
4. Developing and conducting activities to attract new members.

h. Individual Membership Committee. This committee is chaired by the Vice President for Individual Membership. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to membership.
2. Developing and conducting activities to attract new members.
3. Developing ways and means to encourage timely renewals by members.
4. Coordinating efforts to recruit and retain members with Programs Committee, and the Education and Public Affairs Committee.
5. Ensuring broadest possible coverage to include major geographical area, military units and other important segments of chapter actual and potential membership.

i. **Army National Guard and Army Reserve Affairs Committee.** This committee is chaired by the Vice President for **Army National Guard and Army Reserve Affairs.** The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to **Army National Guard (ARNG)** and **US Army Reserve (USAR)** affairs.
2. Developing ways and means to encourage membership among **ARNG** and **USAR** personnel and to encourage timely renewals.
3. Coordinating efforts to recruit and retain members from **ARNG** and **USAR** with the Individual Membership, Program, and Education and Public Affairs Committees.
4. **Coordinating Army National Guard/Army Reserve programs at Fort Bragg and throughout North Carolina.**
5. Recommending membership objectives for specific National Guard and Reserve Component organizations in the **chapter's** regional area.
6. Encouraging greater participation in AUSA activities by National Guard and Reserve Component members.
7. **Recommending programs to support ARNG and USAR activities on Fort Bragg (i.e. Reserve Component OCS program) and coordinating the activities with the Individual Membership, Awards, Education & Public Affairs, and other committees as appropriate.**
8. **Maintain liaison and coordination with HQ FORSCOM and HQ USA Reserve Command on ARNG and USAR programs at Fort Bragg. Maintain liaison with the Office of the North Carolina Adjutant General.**

j. **NCO/Enlisted Affairs Committee.** This committee is chaired by the Vice President for **NCO/Enlisted Affairs.** The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to **NCO/Enlisted Programs**
2. Promoting, in coordination with the Individual Membership and the National Guard and Reserve Affairs Committees, awareness of AUSA's commitment to enlisted soldiers and their families in both active and reserve component units.
3. Encouraging support of AUSA membership by Senior Noncommissioned Officers (E7 – E9), especially Command Sergeants Majors and First Sergeants.
4. Identifying barriers to joining AUSA voiced by enlisted soldiers.
5. Establishing, in coordination with the Vice President for Resolutions and Legislative Affairs and the Chapter President, a feedback network that communicates enlisted soldiers' concerns and suggestions for a stronger Army through the Braxton Bragg Chapter to AUSA National Headquarters.
6. Making opportunities, in coordination with the Vice President for Education and Public Affairs, to raise visibility of the AUSA commitment to soldiers and their families in both active and reserve component units.
7. Encouraging participation in chapter activities by enlisted AUSA members.
8. Advising and assisting the Chapter Vice President for Programs regarding those activities of interest to enlisted AUSA members.

k. Nominating Committee. This committee shall be appointed by the President. The Chairman of the committee shall be nominated by the President and approved by the Board of Directors. The committee is responsible for:

1. Managing all details regarding the election/ appointment of new chapter officers.
2. Selecting, notifying and presenting the slate of candidates for approval.
3. Managing all voting details.
4. Ensuring, in conjunction with the Chapter Secretary, that an Election Report Form is completed and submitted to National AUSA Headquarters in a timely manner.

l. Programs Committee: This committee is chaired by the Vice President for Programs. The committee is responsible for:

1. Preparing and implementing the overall chapter program.
2. Arranging programs for General Membership meetings and other major events.
3. Coordinating chapter activities (except for committee meetings) that do not fit into functions of other committees.
4. Coordinating with other committees to ensure all details and publicity are covered for chapter meetings and programmed activities.
5. Arranging for aide and guide services for distinguished guests in coordination with the Education and Public Affairs Committee.
6. Keeping the Board of Directors informed and recommending chapter policy pertaining to the chapter's program activities

m. Raffle Activities Committee. This committee is chaired by the Vice President for Raffle Activities. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to raffle affairs.
2. Building and maintaining an effective committee with sufficient members to aggressively pursue the necessary raffle activities to make them productive.
3. Managing all activities regarding the chapter's raffle to insure its success.
4. Managing the raffle financial activities in coordination with the chapter treasurer.

n. Resolutions and Legislative Affairs Committee. This committee is chaired by the Vice President for Resolutions and Legislative Affairs. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to resolutions and legislative affairs.
2. Maintaining liaison with legislators, legislative agencies and individuals to determine matters of interest to local and national AUSA members and to convey the chapter's concerns and positions to these people and agencies, where appropriate.
3. Ensuring that the chapter's input for the National AUSA resolutions process is submitted annually to National AUSA Headquarters by the suspense date.

4. Recommending to the President an individual to serve on the National AUSA Resolutions Committee each year.

o. **Veterans Affairs Committee:** This committee is chaired by the Vice President for **Veterans Affairs** . The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to retiree membership and concerns.
2. Encouraging and soliciting membership from Army retirees and **veterans** as well as their timely membership renewal.
3. Coordinating efforts to recruit and retain retiree members **and veterans** with the Individual Membership, Programs and Education and Public Affairs Committees.

p. **Scholarship Committee:** This committee is chaired by the Vice President for Scholarships. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to the chapter's scholarship program.
2. Handling all details regarding the chapter's scholarship program.
3. Selecting and notifying scholarship winners.
4. Managing scholarship award ceremonies.
5. Working, in coordination with the Education and Public Affairs Committee, to ensure appropriate publicity for the program and its scholarship winners.

q. **Accessions Command Committee:** This committee is chaired by the Vice President for **Accessions Command Activities**. The committee is responsible for:

1. Keeping the Board of Directors informed and recommending chapter policy pertaining to **Accessions Command** activities.
2. Maintaining liaison with **Accessions Command** and its appropriate subordinate commands (i.e **USA Recruiting Command**, **USA Cadet Command**)
3. Managing the **AUSA JROTC** and **Senior ROTC** awards program in North Carolina to include scheduling presentations by **Braxton Bragg Chapter** members.
4. Developing plans to increase **AUSA** membership from among **JROTC/SrROTC** cadre and cadets.

r. **AUSA National Meeting/Convention Planning Committee:** This committee is chaired by a member of the chapter Board of Directors appointed by the chapter president. The committee is responsible for:

1. Developing and executing the plans and budget for **Braxton Bragg Chapter** participation at the **National Meeting/Convention**.
2. Keeping the Board of Directors informed of the status of the chapter's participation.

ARTICLE VII MEETINGS

Section 1. GENERAL MEMBERSHIP MEETINGS: An annual meeting for the purpose of electing chapter officers, where vacancies exist, shall be held prior to 1 July of every second year. The officers elected will be installed prior to 1 July. Other General Membership Meetings will be held at the call of the President.

Section 2. OTHER CHAPTER MEETINGS Other chapter meetings shall be held at least quarterly and at such other times as the President may direct. Each of the Vice Presidents/committee chairmen shall conduct a meeting of their committee at least quarterly. The results of these committee meetings will be presented to the Board of Directors at their next meeting.

Section 3. QUORUM. Twenty-five members shall constitute a quorum for the conduct of business at a chapter General Membership meeting. Quorum for Board of Directors meetings shall be one-third of the members of the Board of Directors.

Section 4. MEETING ATTENDANCE. Any member of the Board of Directors who fails to attend two (2) consecutive Board of Directors and/or General Membership meetings without appropriate notification to the Chapter Recording Secretary or President of their need to be absent either prior to or immediately subsequent to such meeting may be remove by a majority vote of the Board of Directors . The vacancy will be filled as herein provided.

Section 5. Should the chapter president and the president-elect both be unavailable to preside at a General Membership Meeting or Board of Directors meeting, the president will designate a chapter officer from among the recording secretary, treasurer or immediate past president to preside at that meeting.

ARTICLE VIII INTERNAL CONTROL PROCEDURES

Section 1: Internal Controls. The Treasurer's responsibilities include that of maintaining the necessary internal accounting controls and ensuring the proper safeguarding of chapter assets.

Section 2: Procedures for receipt of money and deposits:

a. All receipts will be noted in the journal with the date of deposit and source of receipts. A single deposit may contain multiple credits; however, a list must accompany multiple credits. Adding machine tapes should also be attached for a clearer audit trail. Deposit slips will list all checks. No bills will be paid from receipts.

b. No cash withdrawals will be made from either the receipts or bank account. Cash may be obtained by check written in accordance with the chapter's counter-signature requirements.

c. All vouchers/invoices will be defaced to indicate payment by check number and the date. Supporting documentation of all expenditures is required.

d. Chapter functions which produce revenue will utilize a continuous receipt system. The quantity of tickets printed/sold will be reported in writing to the Treasurer, along with the unused tickets for verification of receipts and auditing.

e. Funds for expenses of Board of Directors members, who are authorized advances, will be by check and signed for by the individual **upon submission of a chapter purchase order**. A voucher detailing expenditures will be submitted to the Treasurer 10 days after completion of the activity.

f. Petty cash funds will not exceed \$250 unless approved in writing by the President.

g. The bank statement will be reconciled monthly with the checkbook.

Section 3: Procedures of Issuance of Checks.

a. Checks will be issued, when requested in writing by individual Board of Directors members, for prepayment of services or goods. Telephonic approval for expenditures is accepted from the appropriate authority; but written requests are preferred for all expenditures. Each Board of Directors member will reconcile and certify their respective computerized expenditure journal monthly. Appropriate action is required with respect to any differences. For control purposes, all checks over \$1,500 will be counter-signed by **an** authorized Board of Directors member, in compliance with bonding requirements.

b. The Treasurer is not the purchasing and contracting agent for the **chapter**. Each Board of Directors member is responsible for purchasing goods and services required to support their programs **upon submission of a properly executed purchase order**. The Treasurer does not have the authority to authorize expenditures. Expenditures are authorized by the Board of Directors either via the approved chapter budget or as a result of a separate approval in response to a specific request.. Even if funds are approved via the budget or a separate action, the Treasurer must authorize the commitment/disbursement of funds in order to certify that the funds are available for that expenditure in the amount required.

c. All reimbursements to Board of Directors members will be by check.

Section 4: Accountability of other Assets.

a. The Treasurer is responsible to inventory all assets with a value greater than \$100 annually .

b. Office supplies, promotional and award materials greater than \$500 will be inventoried frequently, but not less than semi-annually.

Section 5: Financial Recordkeeping.

a. All transactions will be posted promptly to the journal and general ledger. The journal will be reconciled with the bank statement monthly. Year-end adjustments will be made as recommended by the Certified Public Accountant Report.

b. Fund raising events will have a subsidiary record of expenses and revenue prepared for the annual financial condition statement to AUSA National Headquarters.

c. Journal and General Ledger records will be maintained for three (3) years along with monthly financial statements. The expenditures record will be maintained for two (2) year.

d. Audits will be conducted annually and when there is a change in appointed Treasurer. The annual audit will be preformed by a certified public accountant. All audits will be maintained for seven (7) years.

Section 6: Contracts. Only the chapter president or the Vice President for Administration is authorized to sign contracts obligating the chapter.

ARTICLE IX AMENDMENTS

These bylaws may be amended at any chapter General Membership meeting by a majority of those present and voting, provided advanced notice of fifteen days or more of such proposed amendment has been given, and provided further, that such change is approved by the National Association. All amendments shall be submitted to the Fort Bragg Garrison Commander for information.

ARTICLE X DISSOLUTION

In the event that Braxton Bragg Chapter ceases to exist for any reason, all assets remaining, after all obligations have been met, will be transferred to National Headquarters, Association of the United States Army, Arlington Virginia.

These Bylaws adopted by the Chapter membership on _____

(President's Signature)

Approved at National Headquarters on _____

Signature (For the Council of Trustees)