

FORT GORDON SERGEANTS MAJOR ASSOCIATION

CONSTITUTION AND BYLAWS

SECTION I

CONSTITUTION

ARTICLE I

Name and Authority

This association is established and shall be known as the “Sergeants Major Association (SMA).” It operates and exists on Fort Gordon, Georgia with the consent of the Garrison Commander. This consent is contingent on compliance with the requirements and conditions of all Army regulations, specifically AR 210-22, with changes and supplements.

ARTICLE II

Purpose

The purpose of this association is to promote high morale and esprit-de-corps among its members through membership meetings, social gatherings, fund raisers, participation in ceremonies, , and other activities as depicting true support to the Soldiers, Veterans, Fort Gordon and the CSRA community.

ARTICLE III

Membership

1. The membership in the association is voluntary and restricted to categories as follows:
 - a. Active Membership: All E-9s and E8s (P), including active duty, reserve component, and retired members of the United States Armed Forces.
 - b. Honorary Membership:
 - (1) Commanding Generals on the installation of Fort Gordon are automatically extended honorary membership on a non-dues paying basis.
 - (2) Other individuals considered, must be nominated by a member of the association, and upon approval by a majority will be appointed as an honorary member.

2. Rights of Members: Each member in good standing (dues paid up to date) shall be eligible to cast one vote on items presented by an association member or member of the Executive Committee for vote by the general membership. Members must be present to vote and may not vote by proxy for association business, elections, or others issues that the Executive Committee deem appropriate.
3. Active membership shall continue as long as dues are paid, but shall automatically terminate upon default of dues, or upon voluntary resignation of membership in the association.
4. Should any active member of the association voluntarily resign his/her membership or default in the payment of dues, he/she will forfeit all privileges of membership and no refund of dues will be made. No person shall be excluded from membership, or discriminated against within this association on the grounds of race, color, sex, age, marital status, national origin, political affiliation, religion or handicap. In no way will the activities of the organization deprive individuals of their civil rights.
5. Electronic Voting. The SMA meets once per month. There are times when a vote needs to be taken between meetings. An electronic vote provides the ability to take care of SMA business without a physical meeting. It has become necessary to send out electronic votes via emails to our voting members with usually a 24-96 hour suspense date. This allows maximum member participation in between meeting. If there are other issues that arise that requires member discussion or votes this section also applies.

ARTICLE IV

Fees and Dues

1. Dues will be paid in advance on an annual basis at a rate of \$35.00 per year.
2. Dues shall not be assessed or collected for the month in which a member reports for duty or joins the association unless that member choose to pay, nor shall dues be assessed or collected for the month in which an active member departs from the installation unless he or she is one year delinquent in their dues.
3. Reinstatement of Member. When an active member has resigned or membership has been terminated for nonpayment of dues, and wishes to be reinstated, membership will be reinstated upon payment of dues.

ARTICLE V

Executive Committee

1. The SMA Executive Committee will consist of a President, 1st Vice President, 2nd Vice President, Secretary, Membership Coordinator, and Treasurer. All positions within the Executive Committee will be elected positions.

2. The elected members of the Executive Committee shall serve for a period of two years. Tenure of office will commence on 1 January and terminate on 31 December two years hence.
3. Elections for the Executive Committee will be conducted during an open meeting of all active members. Nominations will be accepted from the floor. At least a majority of the total active members present to constitute a valid election. If a member of the Executive Committee becomes ineligible for membership or the position is vacated, the President shall appoint, with the concurrence of the Executive Committee, a replacement from the active membership to fill the unexpired term.
4. It shall be the duty of the President to preside at all meetings of the membership and of the Executive Committee and to perform such functions as may be necessary for the efficient conduct of the affairs of the association. In the absence of the President, the Vice Presidents shall perform the duties of the President. Should the Vice Presidents be absent, the Secretary shall perform this duty in the interim.
5. Elections shall be held in December in odd number years. Terms in office will begin on 1 January of the even number year following the election.

Duties of the Executive Officers

1. The President is the Chief Executive Officer of the Association. All matters concerning relations between the association and any outside person or organization must be routed to the President for appropriate action. The President will preside over all meetings; act as presiding officer of all committees, issue the call for regular and special Executive meetings, insure regular elections are held on schedule and are in accordance with established by-laws and carry out the directives of the Executive Committee.
2. The 1st Vice President shall coordinate all committees and supervise planning for all events. Additionally, the 1st Vice President is second in command to the President and in the Presidents absence, assumes all duties of the President.
3. The 2nd Vice President will work hand in hand with the 1st Vice President with committees and is third in command to the President. In the Presidents and 1st Vice Presidents absence, assumes all duties of the President.
4. The Secretary is responsible for updating and maintaining all corporate records, including the by-laws, Rules of Order, records of all committee appointments, all written reports, copies of all correspondence with any outside person or organization, and shall keep correct minutes of the proceedings of the Executive Committee and general membership meetings.
5. It shall be the duties of the Treasurer to keep records and funds of the association and to keep regular accounts of all receipts and disbursements, with vouchers, using AR 210-22 as guidance. However, any disbursements of funds (checks) by the Treasurer will require the countersignature of the President. If the President is absent, one of the two Vice Presidents will be authorized to countersign checks. The Treasurer shall prepare a monthly financial statement, a copy of which will be presented to the Executive Committee for approval. Upon approval, the original copy of

the approved monthly financial statement will be placed in the voucher file and a copy will be made available to active members upon request.

6 Membership Coordinator is responsible for growing the Association, advertise the Association, maintain the membership roster, collect dues, provide monthly reports to executive committee, contact members in regards to dues, attend all meeting, keep membership information secure, create membership cards, mail out membership cards, and maintain up to date emails/contact roster.

7. The Executive Committee shall have full authority to manage the affairs of the association and shall control all matters not otherwise provided for, except that no funds shall be expended by the Executive Committee for any purpose not clearly in furtherance of the objectives of the association as set forth in ARTICLE II above.

ARTICLE VI

Sub-Committees

1. The Sub-Committees will consist of a Chairperson for Fundraiser, Social, Awards, Chaplain, and Publicity.

Sub-Committee Roles and Responsibilities:

a. Fundraiser: Responsible for planning, coordination and execution of all fundraiser events on post. Maintain coin inventory and sales, and create a SOPs on all events.

c. Social: Responsible for planning, coordination and execution of all Social events to include; the Sweetheart ball, E9 Fall Social, provide additional initiatives to bring the Association together in a Social gathering (bowling, bingo, etc.).

d. Awards: Responsible for any awards the Association presents; develop, create, maintain and order awards, maintain program for all departing members, keep track of post awards ceremonies the SMA participate in, coordinate with Membership Coordinator for roster of all retired members on length of time in the Association Award.

e. Publicity: Responsible to advertise and promote the Association and all events (i.e., golf, scholarship, etc.); solicit information, publish quarterly newsletter, and maintain the SMA Website.

f. Scholarship: -Responsible for updating scholarship program, gathering nominees, scoring applicants. Coordinate with Social Committee Chairperson on planning and execution scholarship luncheon, coordinate with Publicity Committee Chairperson to advertise scholarship program, coordinate with Award Committee Chairperson on certificate; coordinate with the Treasurer on the issuance of funds.

f. Chaplain: Responsible for keeping track of sick, bed ridden, passed away, send/delivery flowers when appropriate, and perform invocations/benedictions at SMA functions.

2. All Chairpersons shall be filled by volunteer candidates who desire to be elected to fill a position.
3. Elections for the Sub-Committee Chairpersons will be conducted in the month of December in odd number year during an open meeting. Nominations will be accepted from the floor.
4. The elected members will serve for a period of two years. The tenure of office will commence on 1 January for the term elected and end 31 December two years hence. The election period years for the committees will mirror those of the executive committee.
5. If a Sub-Committee Chairperson becomes ineligible for membership or the position is vacated, the President shall appoint, with the concurrence of the Executive Committee, a replacement from the active membership to fill the un-expired term.
6. All members of the association may volunteer to be on any Sub-Committee(s) of their choice.

ARTICLE VII

Government

1. The association shall be governed by the provisions of the Constitution and Bylaws, applicable Army regulations, and directives received from the Garrison Commander, Fort Gordon, GA.
2. This association is not an instrumentality of the United States Government. This association will not compete with any non-appropriated fund instrumentality, recreation services, or any other Government functions using appropriated funds on the installation.
3. The Executive Committee shall meet not less than once a month and at other times as may be deemed necessary by the President. A quorum shall consist of not less than three members of the Executive Committee currently holding office.
4. All issues to be voted on at general and special meetings must have at least three members of the executive committee and must be passed by an affirmative vote of a simple majority of those active members present. *For By Law changes (see Article VIII Amendments)*
5. The Sergeants Major Association as a private organization (PO) will adhere to AR 210-22 and furnish documents that state the PO's nature, function, objectives (including planned use of funds, activities financial statements) to the Garrison Commander's designee.
6. PO will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.
7. In accordance with the Army Environmental Management Policy, protection of precious environmental resources is incumbent upon all members of the Total Army to include users of Army facilities and property. That responsibility includes accepting liability for both environmental and property damage incurred during routine operations as well as special

programs/events. As a PO sanctioned to operate on Fort Gordon, the PO hereby agrees to comply with all environmental protection laws, rules, regulations and procedures and further agrees to reimburse the installation for any and all damages arising from the conduct of its programs/events on the installation

8. Agreement to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

ARTICLE VIII

Amendments

1. This Constitution and Bylaws to carry out its provisions are adopted subject to the approval of an affirmation vote of the membership and with final approval by the Garrison Commander or his/her designee.

2. This Constitution and Bylaws may be amended once a year/annually at the August general membership meeting by an affirmative vote of two thirds of the members present. Amendments to the Constitution and Bylaws become effective upon approval of the Garrison Commander or his/her designee.

3. An amendment of the Constitution and Bylaws may be proposed by an active member, in writing, to the Executive Committee.

4. Any changes to any Article and/or Section of the by-laws of the Fort Gordon Sergeants Major Association will be discussed and voted on by member of the association.

ARTICLE IX

Categories of Organizational funds and their specific use:

NOTE: Only members in good standing may submit requests for use of funds to support community activities if funds are available in a specific category.

1. **Category I.** "*Funds collected through dues, contributions and special assessment of members*" The funds are used primarily to support association administrative needs (PO Box, Insurances, Bonds, Audits, Taxes supplies and equipment and those mention in section II) , also to support member activities and morale functions. This category must be self-sustaining used solely for membership functions. **In an extreme emergency the membership may cast a vote to move funds from Category I to support Categories II or III.**

2. **Category II.** "*Funds raised by the Fund Raising Committee through community fundraising efforts*" These funds are solely for the use of supporting service members and other community programs (such as Installation Annual Award). **No funds raised through community fund raising activities will be used to support member or association administrative needs or any activities associated with Category I**

3. **Category III.** *"These funds are raised by the Fund Raising Committee through specific community fund raising activities"* These funds are ear marked for the sole use of supporting the Sergeants Major Annual Scholarship Program. The association must raise enough each year to support the three \$1000.00 scholarships. These funds cannot be used to support any activities associated with Categories I or II.

4. **Category IV.** *"These funds are provide by the Augusta Warrior Project"*. These funds are for Emergency funds for Warriors and Families, booth rental fees/marketing, Appreciation Events and Quarterly Awards, and Ads in Magazine. (\$350/mo.) and The Signal (\$400/mo.). Maximum gift for financial aid will be \$500 or a number to be decided by a vote by the association.

SECTION II

1. The types of gifts authorized in ARTICLE II of the Constitution shall be standard. Departing members will receive association framed colors/or gift after serving two years in the association. If a member departs prior to two years, he/she has the option to pay the difference of one year dues and cost of colors/gift to receive.

a. An appropriate gift will be presented to an association member and spouse departing the area, or upon retirement. Total cost will not exceed \$65 per gift.

b. At approved association Hail and Farewell/Social Functions, the association will defray the cost of meals incurred by a departing member and his/her spouse or guest, and special guests of the association. Special guests will be determined by the Executive Committee.

c. Flowers and appropriate condolence messages will be sent in the following cases. Total cost will not exceed amounts indicated below:

(1) Upon the death of a member: Total cost will not exceed \$100.00. The Chaplain will take care of the flowers or monetary contributions as determined by deceases family wishes. The cost of the flowers will be reimbursed upon providing a purchase order voucher or cash receipt.

(2) Upon the death of an immediate member of the family of an association member: Immediate members of the family include spouse, dependent children, mother, father, sister, and brother. For those association members who are not married, the immediate member of the family is the next of kin. Total cost will not exceed \$85.00.

(3) Upon notification of an association member or the spouse of an association member being hospitalized, an appropriate spirit-lifting gift (i.e., flowers, fruit baskets, etc.), will be sent. The total cost will not exceed \$65.00. If the association member is on active duty, the President or his or her designated representative will take care of the spirit-lifting gift.

ARTICLE X

Dissolutions

1. This association may dissolve voluntarily only upon the approval by ballot of not less than a minimum of 25% of the total active membership in good standing, or by determination of the Installation Commander, or his/her designee. If the organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership. The association shall never be obligated for more than what is in the treasury, unless approved by the majority of the total active membership. All members understand that they are personally liable if the assets of this chapter are insufficient to discharge all liabilities. "PO will comply with all State and jurisdictional laws." As a condition of membership, all members must read these Bylaws and understand the requirements.

2. Parliamentary Authority: Robert's Rules of Order, Revised, the then current edition, will be used as the authority in any matters not covered by this Constitution.

THIS CONSTITUTION AND BYLAWS WERE VOTED ON AND APPROVED BY THE GENERAL MEMBERSHIP ON 15 SEPTEMBER 2017

Signature <i>Tonia Avery Marshall</i>	Signature <i>Isreal Butler</i>
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Tonya Avery Marshall
Secretary
Sergeants Major Association

Isreal Butler
Interim President
Sergeant Major Association