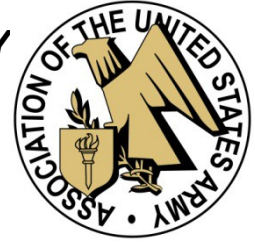




**ASSOCIATION OF THE UNITED STATES ARMY  
REDSTONE-HUNTSVILLE CHAPTER #3103  
HUNTSVILLE, ALABAMA  
BY-LAWS**



**ARTICLE I. TITLE**

This organization is chartered under the authority of the Association of the United States Army and shall be known as the Redstone-Huntsville Chapter of the Association of the United States Army (AUSA), Chapter Number 3103. The Chapter's IRS status as a 501(c) (3), Educational Institution, is derived from this relationship.

**ARTICLE II. AIMS AND OBJECTIVES**

The aims and objectives of the Redstone-Huntsville Chapter of the Association of the United States Army shall be wholly educational, literary, scientific; fostering esprit de corps, dissemination of professional knowledge, and the promotion of the efficiency of the Army components of the Armed Forces of our Country; and, by local action to further the aims and objectives of the Association of the United States Army.

**ARTICLE III. REGIONAL AREA**

The regional area encompassed by the Redstone-Huntsville Chapter of the Association of the United States Army shall include the Counties and States as set forth below as assigned by the national association:

From a line running East to West along the southern boundaries of the counties of Randolph, Tallapoosa, Macon, Elmore, Autauga, Lowndes, Dallas, Perry, Marengo, and Choctaw to all points North within the State of Alabama and the counties of Lawrence, Giles, Lincoln, and Franklin in Tennessee.

The Redstone Huntsville Chapter, as a private organization, may conduct activities on Redstone Arsenal with the consent of the Commanding General, Redstone Arsenal, AL, under the provisions of AR 210-22.

**ARTICLE IV. MEMBERSHIP**

**SECTION 1. ELIGIBILITY.** Membership in the Redstone-Huntsville Chapter of the Association of the United States Army shall be open to all persons residing in, or with place of business in, the regional area as designated in Article III, and, who subscribe to Article II of these By-Laws and, who are members in good standing with the national association through payment of dues, either on an annual or lifetime basis.

**SECTION 2. NATIONAL SUSTAINING AND CORPORATE MEMBERSHIPS.** Upon Payment of corporate membership dues, as established by the national association,

companies are welcomed as participants in this chapter. Further, individual member designees of national sustaining companies who upon request or by virtue of residing in the geographical region of the chapter as defined in Article III, Section 1, are accepted as chapter members.

**SECTION 3. TERMS OF MEMBERSHIP.** Membership in the Redstone- Huntsville chapter and its satellite chapters of the Association of the United States Army shall remain in force so long as the member maintains current status by payment of dues.

**SECTION 4. CHAPTER MEMBER'S VOTING RIGHTS.** All members of the chapter shall have the right to vote on any and all matters that properly come before the membership.

## **ARTICLE V. CHAPTER STRUCTURE, TERMS OF OFFICE, STATUS OF POWERS AND DUTIES OF OFFICERS**

### **SECTION 1. CHAPTER STRUCTURE.**

**Executive Committee:** The Executive Committee (EXCOM) will meet monthly at the call of the chapter president and consists of the following officers: Chapter President; Executive Vice-President (EVP); VP for Special Activities; VP for Membership; VP for Chapter Activity Reporting (CAR); VP for Ways and Means; VP for Retiree and Veterans Programs; VP for Publications; VP for Community Partners; VP for Legislative Issues; VP for Army Reserve and Army National Guard Programs; VP for Non-Commissioned Officer Programs; VP for Army Family Programs; VP for Department of Army Civilian Programs; VP for Soldier Programs; VP for Army Recruiting; VP for Chapter Support & Group Activities, VP for Chapter Awards and Recognition; VP for ROTC/JROTC Programs; VP for Digital Communications; VP at Large – Team Redstone; VP at Large – Protocol Support; VP for Satellite/Sub-Chapter Support; VP for Young Professionals; Chaplain; Secretary; and Treasurer. Except for ROTC or JROTC satellite chapter presidents, satellite and sub chapter presidents will also be members of the executive committee. The chapter president may appoint additional vice presidents with approval of the executive board. These officers shall constitute the executive committee and shall be elected from the active chapter membership as outlined in Article VI, Section 4.

**Board of Directors:** The Chapter Board of Directors (BOD) will be composed of twenty-seven (27) members elected from active chapter members in accordance with Article VI, Section 4.

**Chapter Executive Board:** The Chapter's Executive Board (EXCOM) shall consist of the Executive Committee and the Board of Directors (BOD).

**Committees:** The Chapter President, with the advice and consent of the Executive Board, shall appoint from the membership such committees as are necessary to conduct the business of the chapter. The following are considered standing committees of the chapter: Program Planning, chaired by the Executive Vice-President; Membership,

chaired by the VP for Membership, includes the VP for Community Partners and the VP for Individual Membership; Legislative Issues, chaired by the VP for Legislative Issues; Special Programs and Awards Committee, chaired by the VP for Special Activities; and, Publications Committee, co-chaired by the VP for Digital Communications and VP for Publications and includes the VP at Large – Protocol Support.

## **SECTION 2. TERMS OF OFFICE.**

- a. The Chapter President and Executive Vice President shall be elected for a two-year term.
- b. Except for the Chapter President, each officer of the Executive Committee is normally elected for a one-year term and has the right to succeed themselves once. However, this provision may be waived and a member of the Executive Committee may continue to serve “at will” upon the recommendation of the Executive Committee, with majority in agreement, and the concurrence of the Executive Board.
- c. Board of Directors: annually one-third of the elective members of the board of directors shall be elected for a three year term in accordance with Article VI, Section 4. Vacancies shall be filled for the remainder of that year by appointment of the President with the advice and consent of the Executive Board. The unexpired term shall be filled at the next annual election.
- d. Each retiring Chapter President shall automatically fill an ex-officio position (in addition to the elected 27 members) on the Board of Directors for a term of two (2) years with full voting rights. Past Presidents who have not otherwise been elected to the board of directors at the expiration of these two (2) years shall automatically fill an ex-officio position on the Board of Directors without voting rights as long as they remain members of the chapter and AUSA.
- e. All appointed positions shall be appointed by the Chapter President for a period of two years concurrent with the election of the president. Vacancies shall be filled for the remainder of the two year by appointment of the President with the advice and consent of the Executive Board.
- f. Personnel on active military service, or National Guard or Reserve personnel on extended active duty, may not hold an elected office in the Chapter without approval of the Alabama State President and the individual's Ethics Counselor.
- g. Between elections, vacant positions on the executive committee shall normally be filled from members of the Board of Directors.

**SECTION 3. STATUS OF POWERS.** The Executive Board shall be the governing body of the Chapter. The Board shall govern in accordance with the By-Laws of the Chapter and the Association, ever keeping in mind the “Aims and Objectives” of the

organization to include the objectives of the National Association. The following expressed powers are authorized to the Board of Directors:

- a. The Board of Directors is empowered to act for the Chapter in all matters affecting the chapter, including matters brought to the attention of the Chapter by the national headquarters, which require prompt action.
- b. The Executive Committee shall have the power to act in the Chapter's name in situations requiring decisions before the next regularly scheduled Chapter Executive Board meeting.
- c. The Executive Committee may not authorize expenditure of Chapter funds in an amount of \$1001.00 or more without the full approval of the Board of Directors.

#### **SECTION 4. DUTIES OF OFFICERS.**

- a. **President.** The duties of president shall be those of principal executive officer, to preside at all meetings, coordinate all committees, and appoint all committee chairmen in accordance with Article V, Section 1. This individual will also serve as chairman of the executive board.
- b. **Executive Vice-President.** The duties of the Executive VP shall be to assist the president, preside at all meetings in the absence of the president and perform such other duties as may be designated by the president or executive board. Normally, the executive vice-president will serve as the chapter's president-elect and chairs the nominating committee. The Executive VP also chairs the Program Planning Committee chosen from the Chapter Executive Board to assess the effectiveness of Chapter operations and recommend changes in Chapter structure, processes, By-Laws or programs.
- c. **Vice-President for Special Activities.** The duties of the VP for Special Activities shall be to perform the duties and responsibilities of the president or the executive vice-president in their absence and to direct and coordinate special activities. The VP for Special Activities coordinates all programs and chairs the Special Programs and Awards committee.
- d. **Vice-President for Ways and Means.** The duties of the VP for Ways and Means shall be to perform the duties and responsibilities associated with all events that raise funds for the chapter. The Ways and Means VP shall be a member of the committees that raise funds and communicate with existing and potential sponsors. The Ways and Means VP shall work closely with all program chairs.
- e. **Vice-President for Membership.** The duties of the VP for Membership shall be to direct and coordinate the chapter's activities associated with membership recruitment, retention and education. The VP for Membership chairs the membership committee and will provide monthly status reports.

- f. **Vice-President for Chapter Activity Reporting.** The duties of the VP for Chapter Activity Reporting (CAR) shall be to support and coordinate with the entire Chapter Executive Board in the oversight and management of chapter activity reporting. The VP for shall serve as an advisor, mentor and coach in the actual creation of required chapter reports. The VP for CAR will coordinate closely with the EVP and each Program Manager to ensure reports are submitted for all chapter work performed in a timely manner according to the National recommendations.
- g. **Vice-President for Community Partners.** The duties of the VP for Community Partners shall be to provide a consistent interface between the chapter and the corporate membership to include both corporate membership renewal and chapter-sponsored corporate activities. The VP for Community Partners is a member of the membership committee, directs the Chapter Community partner committee, and will provide monthly status reports.
- h. **Vice-President for Publications.** The duties of the VP for Publications shall be to provide publicity support for all chapter activities and management responsibilities for the chapter's newsletter. The VP for Publications will co-chair the Publications Committee with the VP of Digital Communications. This individual serves as a liaison to the Redstone Rocket and the Salute newsletter.
- i. **Vice-President for Legislative Issues.** The duties of the VP for Legislative Issues shall be to provide proper interface between the chapter and local state, and national elected officials. Duties will also include communications with all Program and event managers to ensure National guidelines are followed for events involving elected officials or special interest groups. The VP for Legislative Issues chairs the Legislative Issues Committee.
- j. **Vice-President for Retiree and Veteran Programs.** The duties of the VP for Retiree and Veteran Programs shall be to provide a proper interface between the chapter and the retiree population within in the geographic limits of the chapter's region, between the North Alabama Veterans and Fraternal Order Coalition, and the Redstone Arsenal Retiree Council.
- k. **Vice-President for Noncommissioned Officer Programs.** The duties of the VP for Non-Commissioned Officer/Enlisted Programs shall be to establish visibility and awareness of AUSA's commitment to Non-commissioned Officers and their families in all components. VP of NCO will coordinate with the Senior Enlisted Advisors of Team Redstone. Chair the Annual First Sergeant John Ordway Leadership Awards Program.
- l. **Vice-President for Army Reserve and Army National Guard Programs.** The VP for Army Reserve and National Guard Programs is responsible for liaison and coordination activities involving the chapter's association with Army Reserve and Army National Guard issues and units in the geographic limits of the chapter's

region. Responsibilities also include coordinating the chapter's Employer Support of the Guard and Reserve efforts.

- m. **Vice-President for Army Family Programs.** The VP for Army Family Programs is responsible for liaison and coordination of all matters pertaining to Army family support issues and activities. This individual is the chapter's direct contact with all related Army family issues, organizations and activities affecting the chapter.
- n. **Vice-President for Department of Army Civilian (DAC) Programs.** The VP for DAC Programs is responsible for liaison and coordination activities involving DA civilian issues and programs in the geographical limits of the chapter's region.
- o. **Vice-President for Soldier Programs.** The VP for Soldier Affairs is responsible for liaison and coordination with Team Redstone and local community agencies, military and fraternal organizations to ensure the success of Chapter Soldier-focused programs. Coordinate activities with the VP for NCO Programs.
- p. **Vice-President for Army Recruiting.** The VP for Army Recruiting is an appointed position by the chapter president and is established to work local Army recruiting efforts in the chapter's geographical region.
- q. **Vice-President for Chapter Support Group.** The VP for Chapter Support is responsible for mobilizing member volunteers to assist in chapter activities through a chapter support team. The VP for Chapter Support Group is also responsible for encouraging volunteers to serve in chapter leadership positions. Retiring Executive Board members are encouraged to continue their service through the Chapter Support Group.
- r. **Vice-President for Chapter Awards and Recognition.** The VP for Chapter Awards and Recognition is responsible for standardization of chapter coins, plaques and such other articles of recognition as the executive board may approve and ensuring their availability at chapter events.
- s. **Vice-President for Sub-Chapter Support.** The VP for Sub-Chapter Support is responsible for establishing, coordinating and sustaining Sub-Chapter operations. Coordinate efforts with the Chapter President and Alabama State President for the promotion and establishment of Sub Chapters within the Redstone-Huntsville Chapter footprint.
- t. **Vice-President for ROTC/JROTC Programs.** The VP for ROTC/JROTC Programs is responsible for the planning and execution of presentations to outstanding cadets in high schools and colleges within the Chapter's assigned geographical area of responsibility. Also responsible for the planning/preparation/execution of professional development activities in support of ROTC/JROTC.

- u. **Vice-President for Digital Communications.** The VP for Digital Communications is responsible for informing the chapter membership of activities and events via the chapter website, email, and social media. The VP for Digital Communications is the co-chair of the Publications Committee.
- v. **VP at Large – Team Redstone.** The VP at Large – Team Redstone, an appointed position, is responsible for providing liaison to Team Redstone for public matters/ issues.
- w. **VP at Large – Protocol Support.** The VP at Large – Protocol Support is responsible for providing protocol advice and support for chapter events and event planning.
- x. **VP for Young Professionals.** The VP for Young Professionals, an appointed position, is responsible for focusing chapter efforts on recruitment, retention, education, event planning in support of the young professional initiatives.
- y. **Chaplain.** The duties of the Chaplain, an appointed position, shall be to lead the chapter’s spiritual activities. Additionally, the chaplain will present invocations and benedictions at chapter sponsored functions. Other duties may include: hospital visitation, organizing and conducting events designed to enhance the well-being of chapter members, soldiers and their families and, fulfilling other functions deemed appropriate or requested by the chapter president or the chapter’s executive committee.
- z. **Secretary.** The duties of the Secretary shall be to attend all meetings, receive and answer all correspondence as directed by the president and the executive board, and maintain minutes of meetings. The Secretary will also submit minutes and other reports required to the association’s national headquarters after approval by the president, and perform such other duties as assigned.
- aa. **Treasurer.** The duties of the Treasurer shall be to attend all meetings, receive and disburse funds, maintain financial records and submit monthly status reports and annual financial statements for audit to the executive board. The Treasurer will submit to AUSA national headquarters, to arrive not later than the first of March of each year, a financial report for the previous year on a form supplied by national headquarters. The Treasurer for the previous term shall be responsible for the preparation of the above financial report, even though a new Treasurer may have been appointed.

## **ARTICLE VI. NOMINATIONS AND ELECTIONS**

**SECTION 1. NOMINATING COMMITTEE.** The president, with the approval of the executive committee, shall appoint during March of each year, a nominating committee

for the purpose of replenishing board vacancies that may occur due to resignations, term limit expirations or other events that will require board member replacement. The nominating committee will be chaired by the Chapter's Executive VP and shall consist of six members: two members of the Executive Board, two members from the Executive Committee and two members from the chapter at-large. As general guidance, only members-at-large active in chapter activities and events should be considered for the nominating committee.

**SECTION 2. DUTIES OF THE NOMINATING COMMITTEE.** The nominating committee shall normally select from existing board membership, candidates to fill offices on the Executive Committee, which expire or that will be vacant at the close of the Chapter's operational year (30 June). The nominating committee shall also submit a slate of candidates to the President for board membership positions that are vacant or expiring. This slate of officers and board of directors' members, with the consent of the full Executive Board, will be submitted for election to the general membership at the annual June general membership meeting of the chapter.

**SECTION 3. OTHER NOMINATIONS.** Nominations for any board elective office may be made by the membership. Such nominations shall be signed by at least 25 chapter members in good standing, and shall be submitted to the Secretary not later than 1 May.

**SECTION 4. ELECTIONS.** Election of officers and board members shall take place during the annual general membership meeting of the chapter in June. Voting may be made by voice, show of hands, or written ballot.

## **ARTICLE VII. MEETINGS**

**SECTION 1. ANNUAL MEETINGS.** An annual meeting of the general membership for the election and installation of officers and directors shall be held during the month of June each year.

**SECTION 2. OTHER MEETINGS.** As a minimum, two general membership meetings shall be held in addition to the annual meeting. Additional membership meetings may be held on the call of the president or the executive board.

**SECTION 3. QUORUMS.** The following constitute quorums necessary for the conduct of chapter business and activities.

- a. **General Membership Meeting:** Twenty-five (25) members shall constitute a quorum for the conduct of business at any general membership meeting.
- b. **Executive Committee Meeting:** Six (6) members shall constitute a quorum for the conduct of business at any scheduled or called executive committee meeting.



- c. **Board of Directors Meeting:** Nine (9) or one-third of the current board membership, shall constitute a quorum for the conduct of business at any scheduled or called Board of Directors meeting.

## **ARTICLE VIII. FINANCIAL CONTROLS**

- a. The chapter derives its legal existence from the charter for the Association of the U.S. Army, incorporated in the District of Columbia on 5 July 1950, and operating as an educational organization exempt from Federal income taxation under the terms of Section 501 (c) (3) of the Internal Revenue Code.
- b. Financial administration will be conducted in accordance with written procedures approved by the Board of Directors to ensure compliance with AUSA National guidance and AR 210-22.
- c. Neither the Federal Government nor Redstone Arsenal will have any liability for the Chapter's actions or debts.
- d. Public and Association Professional liability insurance coverage for the Chapter and its officers is provided by AUSA National for permitted activities of the chapters. The Chapter will not incur debts beyond its financial capacity to make payment when due. The Chapter will ensure that all required Federal, State and jurisdictional laws are met. Chapter members will not be held liable for debts of, or claims against, the Chapter.
- e. When a Chapter President is installed, he/she shall be removed from any chapter bank accounts as a signer or debit card holder. Customarily, the EVP and the Treasurer act as signers/card holders of the accounts.

## **ARTICLE IX. SUB CHAPTERS**

**SECTION 1. SUB-CHAPTERS.** The purpose of a Sub-Chapter of the Redstone-Huntsville Chapter of the Association of the United States Army is to raise the visibility of the U.S. Army and the Association within the community, increase membership, foster chapter leadership development, and serve as the association's representative within the given area, unit, or demographic segment. Accordingly, the Chapter President may, with the approval of the Board of Directors, establish sub-chapters within the chapter's assigned geographical boundaries and the guidelines listed below.

- a. Sub-Chapters are defined as those organizations, subordinate to the Redstone-Huntsville chapter, which are not expected to ever become chartered on their own. The sub-chapter may be based upon a military unit (e.g. ROTC or JROTC), subordinate geographic region, or special demographic category (e.g. Young

Professionals), and the designation as a subchapter is used to facilitate management by the parent chapter and instill esprit among members.

- b. All members of a Sub-chapter will remain affiliated with the Redstone-Huntsville Chapter, but may desire to conduct their own meetings and activities under their own identity.
- c. The Immediate Past-President of the Redstone-Huntsville Chapter may serve as an advisor to the Sub-chapter. The Redstone-Huntsville Chapter VP for Satellite Chapter Activities will serve as an advisor to sub-chapter presidents.
- d. Sub-chapters may be formed with a minimum of twenty members, who all should reside within the assigned geographical boundaries of the chapter's regional area as defined in Article III, Section 1.
- e. Each sub-chapter will have a president, secretary, and as many vice-presidents as deemed appropriate. Sub-chapter president(s) will serve as a member(s) of the Redstone-Huntsville Chapter executive committee. ROTC and JROTC sub-chapter presidents are excluded from this provision.
- f. All newly recruited members will be coded to the sub-chapter and the sub-chapter's share of member dues will be assigned accordingly. Sub-chapters are authorized to allocate funds as appropriate, as long as accountability remains with the parent chapter's treasurer.
- g. Sub-chapters will hold their own meetings at least quarterly and are responsible for providing meeting minutes to the Redstone-Huntsville Chapter Secretary.
- h. Sub-chapters may not have treasurers, or separate financial records or bank accounts. The Redstone-Huntsville parent chapter will conduct any financial transactions associated with the satellite chapter's operations. ROTC and JROTC entities will turn over any funds pertaining to their status as a sub-chapter. The Redstone-Huntsville Chapter Treasurer will manage all financial activities associated with the sub-chapter's operations.
- i. Members of sub-chapters will remain affiliated with the Redstone-Huntsville Chapter but may conduct activities under their own identity e.g., The Young Professionals Sub-Chapter of the Redstone-Huntsville Chapter of the Association of the United States Army.
- j. Coordination with AUSA national offices must be accomplished when sub-chapters are established. As a minimum requirement, the national office should be advised of either county/city boundaries and/or zip codes. This ensures proper coding of members. Sub-chapter numbering must comply with the national association's computer procedure, which are two digits added to the existing four-digit chapter code number.

**ARTICLE X. AMENDMENTS**

These By-Laws may be amended at any General Membership meeting at which a quorum is present and voting, provided advance 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.

**ARTICLE XI. DISSOLUTION AND ADOPTION**

In the event that this chapter shall cease to exist for any reason, all assets remaining after all obligations have been met will be transferred to the national headquarters.

These updated by-laws were presented and approved and adopted by the chapter's Membership on June 21, 2020 Via an electronic election of new board members and Approval of updated by-laws.

Chapter President: Steve Below C. S. Below

Approved at National Headquarters on: \_\_\_\_\_

\_\_\_\_\_ (For the Council of Trustees)  
Director, Regional Activities

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Stanley E. Crow (For the Council of Trustees)  
Director, Regional Activities

Stanley E. Crow, COZ (Ret, USA)  
Director, Regional Chapter Support