



**AMMO Chiefs Association  
Mid-Atlantic Chapter (ACAMC)**

***“The First Chapter”***

***Constitution and Bylaws***

**Article I. Name:** The name of this organization is the AMMO Chiefs Association, Mid-Atlantic Chapter, hereinafter referred to as the ACAMC or Chapter.

**Section 1.** This Chapter is a chartered member of the AMMO Chiefs Association (ACA) headquartered in Ocala, Florida. The ACAMC was established by majority vote of the general membership on the 10th day of May 2003.

**Section 2.** The AMMO Chiefs Association, Mid-Atlantic Chapter operates within the geographic boundaries defined by the states of Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia, North Carolina, and the District of Columbia. The Chapter is headquartered at Langley Air Force Base, Virginia. The mailing address is: Ammo Chiefs Association Mid-Atlantic Chapter (ACAMC), 5931 Danielle Dr., Fredericksburg, VA 22407.

**Article II. Purposes:** The purpose of the ACAMC shall be to encourage and facilitate camaraderie, social activities, and recognition among all active and retired AMMO Chiefs, Honorary, and Associate members and retired or active members of the AMMO community within the boundaries defined in Article I, Section 2 by:

**Section 1.** Organizing and conducting quarterly meetings, periodic reunions, social events, sporting events, and/or AMMO Calls of the membership.

**Section 2.** Providing useful services to the membership and promoting the welfare of their dependents, survivors, and the AMMO Community as a whole.

**Section 3.** Performing other functions as requested by the ACA.

**Section 4.** Representation of the Chapter by ACAMC Officers at the ACA conventions as identified by the ACA.

**Section 5.** Sponsorship of, and active involvement in, recognition activities for AMMO troops in uniform.

**Article III. Status:** The ACAMC is a not-for-profit organization governed by the ACA Constitution and by this Chapter Constitution and these Bylaws as approved by the ACA Board of Directors (BOD).

**Section 1.** The ACAMC agrees to comply with the ACA Constitution and membership rules.

**Section 2.** The ACAMC shall be operated exclusively for the purposes specified in Article II.

**Section 3.** The ACAMC shall use its funds only to further the purposes specified in Article II.

**Section 4.** Elected officers shall not receive any stated compensation for their services; however, the President of the ACAMC may, as required, authorize reimbursement of expenses incurred by elected officers, and any other member so designated by the President, in the conduct of ACAMC business. ACAMC Officers are not authorized reimbursement for major expenses incurred to conduct ACA business without concurrence of the general membership through majority vote.

**Section 5.** Nothing herein shall constitute members of the ACAMC as partners for any purpose. Officers, members, or agents of the ACAMC shall not be liable for the acts or failure to act on the part of any other Officers, members, or agents. Nor shall any Officers, members, or agents be liable for his acts or failure to act under the Constitution and Bylaws excepting acts, failure to act, or omissions which constitute willful negligence.

**Section 6.** In the event of the dissolution of the ACAMC, and after discharge of all its liabilities, all remaining assets shall be dispersed to the ACA.

#### **Article IV. Membership and Voting Rights:**

**Section 1. Regular Membership:** Regular membership of the ACAMC shall be comprised of, and limited to, retired and active duty USAF AMMO Chiefs to include the Air National Guard (ANG) and Air Force Reserves (AFR), and Senior Master Sergeants possessing a line number for AMMO Chief whose ACA dues are current and not delinquent. AMMO Chiefs are individuals who serve or served as Chief Master Sergeants or Chief selectees (Air Force enlisted grade E-9) in Duty AFSCs 2W000, 461X0, 465X0, 316X1, or 645X0A. Only regular members have voting rights in the ACAMC.

**Section 2. Associate Membership:** Associate membership may be granted to active or retired members of the USAF, ANG, or AFR below the rank of Chief Master Sergeant who served honorably in Duty AFSCs 2W0XX, 461X0, 465X0, 316X1, or 645X0A (or AFSCs administratively converted to one of these AFSCs).

(a) To be accepted for associate membership, a candidate must be sponsored by at least two (2) ACAMC regular members and be approved by a majority of the Chapter Officers.

(b) Associate membership is reserved for those who are ineligible for other membership categories but have made, or continue to make, outstanding contributions to the AMMO community or the ACAMC.

(c) Associate members may attend Chapter meetings, events, and reunions but do not have voting rights. Associate members may serve on committees with approval of the Chapter Officers.

(d) Associate members must pay ACA and ACAMC dues to be in good standing.

**Section 3. Honorary Membership:** Honorary membership may be accorded to, and is reserved for, any individuals who are ineligible for other membership categories but have made outstanding contributions to the AMMO community or the ACAMC.

(a) Honorary membership is accorded to any recipient of the Order of the Shell and Flame award.

(b) Honorary membership requires sponsorship by at least two (2) ACAMC members in good standing and approved by a majority of the Chapter membership.

(c) Honorary members may attend Chapter meetings and events but are not eligible to vote.

(d) Surviving spouses of all ACAMC members will, upon request, be accorded Honorary membership status and may participate in Chapter activities. Surviving spouses of all members do not pay Chapter dues.

(e) All nominees for ACAMC honorary membership will be recommended for ACA honorary membership.

**Section 4. Auxiliary Membership:** Chapters may nominate and accept Auxiliary members.

(a) Auxiliary members may be anyone who is ineligible for any other class of membership.

(b) Auxiliary members must be nominated by at least two (2) ACAMC members and approved by the general membership.

(c) Auxiliary members will pay regular ACAMC dues but are not eligible for ACA membership and do not pay ACA dues.

(d) Auxiliary members do not have voting rights, but may attend and assist in all chapter meetings, events, and activities.

## **Article V. Dues and Donations:**

**Section 1.** To be a member in good standing, annual dues are \$35.00 for each ACAMC member. ACAMC members must also be ACA members. An additional \$25.00 will be collected for annual ACA membership unless the member is an ACA Life Member (See ACA Constitution, Article V, Section 2).

**Section 2:** ACAMC dues will be paid annually and are due on January 2nd of each year and shall be paid no later than January 31st to maintain active membership status. Dues are effective from January 1<sup>st</sup> through December 31<sup>st</sup> each year.

**Section 3.** Members dropped from the rolls for non-payment of dues may be reinstated upon payment of the current year's membership dues.

**Section 4.** The Chapter Officers will establish an annual operating budget and subsequently assess the amount of dues required to sustain the Chapter. The membership will ratify any assessment of dues.

**Section 5.** In addition to dues, the Chapter may accept donations from any member, individual, corporate sponsors, or other source. The Chapter Officers may reject a donation if it deems doing so is in the best interests of the ACAMC. Donations will be used for the specific purposes outlined in Article II.

## **Article VI. Meetings, Elections, Voting, and Quorums:**

**Section 1. Meetings:** Meetings will be scheduled and conducted to allow maximum participation of all Chapter members. Meetings will fall into several categories:

(a) **Periodic Reunions, social gatherings, sporting events, and/or AMMO Calls:**

These are social meetings of the membership at a site agreed upon by the Chapter Officers. The purpose of these events is to promote and facilitate the primary purpose of the ACAMC (i.e., camaraderie and fellowship of the membership).

(1) ACA Conventions: These are meetings of the ACA general membership at a site to be selected and voted upon by the ACA Board of Directors (BOD). The purpose of this meeting is to achieve one of the prime purposes for the existence of this Chapter - the camaraderie and fellowship of Chapter and Association members.

(b) **General Membership Meetings.** These are Chapter meetings of the general membership to review the conduct of Chapter business and activities and to determine member support for specific changes, proposals, and activities.

(1) General membership meetings will be held as necessary as determined by the Chapter President. Normally, the meetings occur quarterly.

(2) General membership meetings will be announced 30 days in advance to permit maximum participation. An ACAMC general membership meeting will be held prior to the ACA convention. Prior to a general membership meeting, the Secretary-Treasurer will provide the membership with a proposed agenda of items to be discussed and voted upon. This agenda should be sent to each ACAMC member by the most economical and efficient means possible and posted on the AMMO Chief's Web Site.

(3). A quorum as defined in Article VI, Section 4, must be present/participate at the time of the General Membership Meeting to constitute conduct of valid Chapter business.

(4) Members who cannot be present at a general membership meeting will be given an opportunity to nominate another member in good standing through a 'proxy nomination' to vote on their behalf. Members nominating a proxy or failing to nominate a proxy agree to abide by the votes and decisions of a valid quorum.

(5) The Secretary-Treasurer will record minutes of general membership meetings, list members present, and ensure meeting minutes are posted to the AMMO Chief's Web Site.

(c) **Officers Meetings:** These are meetings of ACAMC Officers and are held as deemed necessary by any Chapter Officer.

(1) The President will assure all officers are notified sufficiently in advance of meetings and meetings are scheduled to accommodate the officers' schedules to the greatest extent possible.

(2) A quorum of two (2) officers is needed for the results of an Officer Meeting be binding on ACAMC members. The Secretary-Treasurer will record minutes of these meetings, list members present, and post meeting minutes.

(d) **Working Group/Committee Meetings:** These meeting may be called as deemed necessary by the Chapter President or the person designated to carry out a specific Chapter function.

(1) As with other meetings, consideration should be given to allow sufficient notice to allow maximum member participation.

(2) Committees may be established by the Chapter Officers to conduct Chapter business and activities such as: Nomination committee, Constitution and Bylaws committee, Activities committee, Awards committee, etc.

**Section 2. Elections:** Elections of ACAMC Officers will be held annually in conjunction with a Chapter general membership meeting. Election of the Office of President will occur every even-numbered year (2012, 2014, etc.) and election of the office of Vice-President will occur every odd-numbered year (2011, 2013, etc).

(a) The President will appoint an election committee.

(b) Regular members in good standing in accordance with Article IV, Section 1, who are not able to attend general membership meetings, may cast proxy votes or absentee ballots.

(c) The Chapter President and Secretary-Treasurer will certify all candidates for election are members in good standing and are nominated and seconded.

(d) The Chapter Secretary-Treasurer will announce all candidates for election sufficiently in advance of the general membership meeting to allow members to make a selection 30 days in advance of the meeting.

(e) The Chapter Officers will announce when nominations for positions to be vacated will be accepted and when nominations close.

(f) General Elections: All voting for Chapter Officers will be completed during a designated general membership meeting held in the month preceding installation of the new Officers.

(1) Voting will include the counting of absentee ballots and proxy votes. The Chapter Officers will determine how absentee and proxy voting will be conducted.

(2) The winner(s) of elections are those individuals who received the greatest number of votes for each open Officer position. For example, if there is one open seat, the one individual receiving the greatest number of votes is elected to that seat.

(3) Elected Officers assume the post for which they were elected on the 1st day of January following the month in which they were elected.

(g) Special Elections: Special elections may be necessary when one or more Chapter Officer(s) cannot sufficiently fulfill the duties of that position for any reason. Concurrence of the Officer being replaced is not necessary.

(1) Majority vote and voting procedures described under Article VI, Section 2(e), General Elections, is sufficient to elect a replacement Officer during a Special election.

(2) Voting for officers during Special elections will be completed during any designated general membership meeting.

(3) Incumbent Officers elected under Special election provisions assume the post for which they were elected on any day specified by the Chapter Officers during the Special election. Assumption of the post may be immediate.

**Section 3. Voting:** The Chapter Officers will, to the extent possible without undue or unnecessary hardship, difficulty, or frequency, develop ways to obtain the approval of the

general membership for the course of the Chapter and major changes in the Constitution and Bylaws.

**Section 4. Quorum:** The ACAMC defines a quorum as at least 50-percent of the general voting membership present, physically or through a proxy nomination. At least two (2) members present must be ACAMC Officers.

**Article VII. Board of Directors/Officers:** The Chapter Officers will be the President, Vice President, and Secretary-Treasurer. Chapter officers serve a two (2)-year term, except the Secretary-Treasurer, which is an appointed position.

**Section 1. President:** The President executes the day-to-day activities of the Chapter pursuant to Article II of these bylaws. The office of President is for a two (2)-year term, with elections held every even year, e.g., 2012, 2014, etc.

(a) Commit available Chapter funds consistent with the budget established by the ACAMC Officers.

(b) Contract on behalf of the Chapter, and otherwise obligate Chapter resources and delegate specific purchasing, contracting, and the ability to obligate Chapter resources to other officers, members, or agents.

(c) Call meetings of the Chapter as needed to assure the timely conduct of Chapter business and endeavors, and forms committees to formulate plans and carry out assignments.

(d) Identify regular members, subject to confirmation of ACAMC Officers, as temporary replacements for ACAMC officers who terminate their office before the end of their terms. Offices vacated prior to the end of their appointed terms will be filled by Special election procedures outlined in Article VI, Section 2.f., Special Elections, during the next general membership meeting.

(e) Serve as Chapter representative at the ACA Convention.

(f) Annually, advise members of the State of the Chapter, major projects undertaken, and courses being pursued for the coming year.

**Section 2. Vice President:** The ACAMC Vice President assists the ACAMC President in carrying out the duties specified in Section 1 above. The office of Vice-President is a two (2)-year term, with elections held every odd year, e.g., 2011, 2013, etc.

(a) Assumes the office and duties of the ACAMC President in the event the ACAMC President terminates his/her office before the expiration of his/her term or is not available to carry out his/her functions for any normally scheduled event. The Vice President assumes the duties of the President until a Special election can be held.

**Section 3. Secretary-Treasurer:** The ACAMC Secretary-Treasurer is an appointed position, with appointment being approved by both the Chapter President and Vice-President.

(a) Record the minutes of all ACAMC meetings, makes the minutes available to the Chapter general membership either through hard copy mailings, e-mail, or by posting to the AMMO Chief's Web Site as determined by the ACAMC Officers.

(b) Maintains the ACAMC membership rolls with current mailing addresses, e-mail addresses, and phone numbers.

(c) As Treasurer;

(1) Establish a checking account with a financial institution in the name of the AMMO Chiefs Association Mid-Atlantic Chapter (ACAMC). requiring signatures of two Officers.

(2) Maintain records of all ACAMC funds received and disbursed by the ACAMC. Financial transaction records will be maintained for a period of five (5) years.

(3) Collect, record, and ensure deposits of all ACAMC dues received. ACA dues may be paid to the Chapter Secretary-Treasurer or directly to the ACA. Forward all ACA dues collected to the ACA Treasurer on behalf of the ACAMC member.

(4) At each general membership meeting, report major expenditures and the beginning and ending balances of the ACAMC account to the ACAMC members either in a hard copy or e-mail.

(5) Ensure the ACAMC account is maintained in a current status and reconciled within 14 working days of receipt of the monthly bank statement.

(6) Make the ACAMC books available for review as determined by the Chapter Officers or general membership.

**Article VIII. Accounting for Chapter Funds:** The ACAMC Officers, except as otherwise provided in these bylaws, may, by resolution and in writing, authorize any Officer or agent of the Chapter to enter into any contract or execute and deliver any instrument in the name of, and on behalf of, the ACAMC. Expenditures will be made in accordance with the budget or as approved by the general membership. The officers may use discretionary funding up to \$100.00 to meet Chapter goals. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Chapter by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

**Section 1. Checks and Notes:** Except as otherwise specifically determined by resolution of the ACAMC Officers or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness by the ACAMC shall be signed by an officer as noted in Article VII, Section 3 above.

**Section 2. Deposits:** All funds of the ACAMC shall be deposited within 30 days to the financial institution in the checking account.

**Section 3. Gifts:** The ACAMC Officers may accept/or reject, on behalf of the Chapter, any contribution or gifts for the charitable or public purposes of this Chapter.

**Section 4. Audits:** At least once each year, the President will appoint two general members (non-Officers) to conduct an independent audit of the financial records and report the findings to the general membership and ACA. This audit may be conducted during a general membership meeting. However and wherever conducted, the audit will be documented and signed by the appointed auditors.

**Article IX. Amending the Constitution and Bylaws:** The Constitution and Bylaws will be reviewed by the general membership every two (2) years (next due in 2013).

**Section 1. Proposing Amendments:** Members may amend the Charter Constitution and Bylaws by submitting proposed changes, additions, or deletions in writing to the ACAMC President. Additionally, the President may appoint a Constitution and Bylaws committee to oversee, draft, and coordinate proposed changes.

(a) The ACAMC President will present proposed changes to the ACAMC officers for consideration prior to the next general membership meeting. Proposed changes not received by the President within thirty (30) days before a general membership meeting may be deferred to the next general membership meeting.

(b) Proposals receiving approval of the majority of the Chapter Officers will then be presented to the ACAMC general membership for consideration and approval or rejection at the next or same general membership meeting.

(c) Proposals receiving majority support of the members in attendance at the general membership meeting will be approved and added to the Constitution and Bylaws.

**Section 2. Upkeep of the Charter Constitution and Bylaws:** A Constitution and Bylaws point of contact or committee chair will be established as the central collection point for proposals, deletions, or changes to the bylaws.

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**Constitution and Bylaws Certification:**

Voted and Approved by the ACAMC membership present, Jun 18, 2011, at 112 Meredith Lane, Yorktown, VA.

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Ratification Date: 18 Jun 2011



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Signature - ACAMC President  
Patrick Barcus



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Signature - ACAMC Vice President  
Michael Robertson



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Signature - ACAMC Secretary-Treasurer  
Wilbur McCullough