

# **Adjutant General's Corps Regimental Association (AGCRA)**

## **European Chapter**

### **Constitution and Bylaws**

**1 October 2018**

***ADJUTANT GENERAL'S CORPS REGIMENTAL ASSOCIATION  
EUROPEAN CHAPTER***

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**PREAMBLE**

This organization is established according to DODI 1000.15, AR 210-22, and Army in Europe Regulation 210-22.

This organization is not an instrument of the United States. We will be self-sustaining and may not receive financial assistance from the U.S. Army or non-appropriated funds. This organization will not in any way duplicate or compete with a non-appropriated fund operation or appropriated fund government function.

The Department of the Army, United States Army Europe (USAREUR), or any other organization will not in any form assume responsibility for this organization's debts.

This organization does not discriminate in membership on the basis of race, color, religion, national origin, sex, and mental or physical handicap. This organization will not seek to deprive individuals of their civil rights.

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## **CONSTITUTION**

### **ARTICLE I - REQUIRED INFORMATION**

**SECTION I:** The Adjutant General's Corps Regimental Association (AGCRA) – European Chapter is located on Sembach Kaserne, Sembach, Germany.

**SECTION II:** The Chapter's approving authority is the Commander, United States Army Garrison (USAG) – Rheinland-Pfalz, Attn: Private Organizations.

**SECTION III:** All members, in accordance with host nation laws, may be personally liable to creditors, if the assets of the organization are insufficient to discharge all liabilities. Neither the Department of the Army or USAREUR will assume any responsibility for the organization's debts.

**SECTION IV:** The Adjutant General Soldiers and Department of the Army civilians of the European Theater, having formed a Chapter in the interest of the Army and our community stand united to obtain the following Chapter objectives:

- a. To foster a spirit of patriotism and devotion to duty among our members, commensurate with the high ideals of the Army of the United States and our position therein.
- b. To recommend programs for the improvement of the Army.
- c. To disseminate professional information among Adjutant General's Corps Soldiers, members and non-members.
- d. To promote professionalism among Chapter members and the Adjutant General's Corps.
- e. To promote and assist in the advancement of projects for the betterment of our communities.
- f. To promote mutual understanding and effect cooperation with enterprises in parallel fields of endeavor.
- g. To foster a spirit of good will and cooperative endeavor among its members and perpetuating friendships and traditions growing out of their membership in the Regiment. This would also include the establishment of an educational program to enhance the knowledge and understanding of the history of the Adjutant General's Corps and the Regiment.
- h. To encourage programs for research and development in the fields of personnel, administration, and human resource management as well as postal operations, public affairs, Army bands, and recruiting.
- i. Sponsoring new methods, techniques, and developments designed to increase the efficiency of

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the United States Army and promoting the high standards of proficiency in the Adjutant General's Corps operations.

**SECTION V:** This Chapter may provide grants or donations to any organization or association sponsored in the European Theater. Monies can also be used in support of Chapter sustainment, meetings and/or activities.

### **SECTION VI:** Membership

**a.** The AGCRA – European Chapter membership will be composed of those members of the AGCRA residing in the European theater of operations. Any person who is eligible for AGCRA membership shall be permitted to make an application. It is encouraged that such application be made through the chartered chapter in closest proximity to the applicant's residence. AGCRA policy states that each member will be assigned to a chapter in the closest proximity to where the member resides. Any member who wishes to enroll in a chapter which is not the closest may do so only when joining a chapter within region. As a condition of membership, all members must read the Constitution and By-Laws of the Association and the Chapter. The Constitution & By-Laws will be made available to the membership in an on-line format which will satisfy this requirement.

**b.** Membership in the Chapter will be of three (3) types: Active, Honorary, and Corporate. Active Members are defined as active or retired Adjutant General's Corps, Soldiers of the Active Force, Army National Guard, or Army Reserve, as well as Federal Civilian employees having a close affiliation with one of those components, and such other persons as may be approved by the Board of Directors. Active Members are also defined as spouses, widows or widowers of active members; Soldiers and Federal Civilian employees of other branches having close affiliation with the Adjutant General's Corps; Soldiers of other nations with a close affinity to the Corps, Association, or Chapter; and other civilians from the private sector. Honorary Members are defined as retired or active Soldiers of all components who are selected by the Board of Directors to hold positions of high honor created to further the objectives and purposes of the Association and this Chapter. Corporate Members are defined as business or corporations that help further the objectives and purposes of the Association and this Chapter.

**c.** Membership privileges shall be defined by classes of membership. Active members may participate in Association and Chapter activities, vote in elections, hold office, and receive official Association and Chapter publications. Each member, current in their membership, shall be entitled to one vote in person on each issue submitted to a vote or may give their proxy, in writing, to any member in good standing who will attend the meetings. Members of this Chapter shall have no vote in any other chapter. Associate, Honorary, and Corporate members may participate in activities and receive official publications, but may not vote or hold office.

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**SECTION VII:** At least 51 percent of the total membership must have a Status of Forces Agreement (SOFA) Status. People with SOFA status include U.S. and Sending States' military and civilian personnel, their accompanying family members ("dependents"), and employees with status under Article 71, 72, or 73 of the German SA.

**SECTION VIII:** Additional Functions:

- a.** The AGCRA – European Chapter, located within the European theater of operations, will conduct their activities in accordance with this Chapter's bylaws. The AGCRA – European Chapter will not adopt bylaws which are not in consonance with bylaws of the Adjutant General's Corps Regimental Association.
- b.** This Constitution or any amendments thereto, shall be effective upon the approval of a two-thirds majority of the Board of Directors and subject to confirmation by a majority vote of the voting members of the Chapter, voting by a date specified by the Board of Directors.
- c.** The AGCRA – European Chapter shall be worldwide in scope with headquarters in Sembach, Germany. Its primary area of operations will be within the European Theater.
- d.** All Chapter business matters directed to the National Executive Council will be forwarded through the European Region elected officials for their information, consideration, and possible consolidation of effort with business matters from other chapters.

### **ARTICLE II - COMPOSITION OF THE GOVERNING BODY**

**SECTION I:** The general control and management of property and affairs of the Chapter shall be vested in the Board of Directors, which shall decide all policy matters involving the conduct of the Chapter. Regular reports of the Chapter activities will be published and made available to Chapter members.

**SECTION II:** The Board of Directors may appoint such committees as may be deemed necessary to the proper conduct of the affairs of the Chapter, and may delegate to such committees or to the officers of the Chapter the performance of such duties.

**SECTION III:** The Board of Directors shall be organized as described in the Bylaws. Board of Directors will be elected by a vote of the majority of the members of the Chapter.

**SECTION IV:** This Chapter will be composed of AG professionals within the European Region.

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## **ARTICLE III - ELECTING OFFICERS AND VOTING**

**SECTION I:** Annual elections will take place in May of each year.

**SECTION II:** Nominees selected from the general membership will be placed on ballots. All nominees must sign intent to serve and understanding of elected position duties prior to being placed on the ballots. The ballots will be mailed or emailed to a dot mil (.mil) account one month prior to the ballot count conducted at the next meeting. Ballots may be mailed or emailed from a dot mil (.mil) account to the Chapter's voting committee or hand carried to the meeting. The old president and Vice President will open the meeting. Ballots will be counted at the meeting. The newly elected officers will assume their places at the head table. The newly elected officers will hold remaining agenda business and adjourn the meeting.

**SECTION III:** A quorum consists of ten percent (10%) of the total membership.

**SECTION IV:** Members may, by written or electronic proxy, identify another member in good membership standing to vote in their name at meetings of the general membership. Proxies for this purpose will be forwarded by the initiating individual to the Chapter Secretary and will contain the signatures of at least two (2) Chapter members. Such authority that may be exercised by a member, through their representative, at a meeting of the general membership may also be exercised by mail. The Chapter Secretary will be the addressee for all such documents and he/she will properly record the exercise of such authority, mailed ballots and proxies, in the minutes of the meetings. Members using their authority to vote through mail, email from a dot mil (.mil), or by proxy will be counted as in attendance for quorum purposes.

**SECTION V:** In the event the Chapter Vice President ascends to the office of the Chapter President, the new president will nominate a replacement Chapter Vice President. A confirmation vote by general membership will take place at the next meeting. Should any position become vacant, their positions will be filled in the same manner.

**SECTION VI:** All membership issues are regulated by the National Executive Council.

## **ARTICLE IV - DISSOLUTION AND DISPOSITION OF ASSETS**

**SECTION I:** Chapter dissolution may occur in the following manner:

- a. Dissolution of the Chapter may be accomplished by order of the Commander, United States Army Garrison – Rheinland-Pfalz.
- b. Dissolution may be accomplished through a referendum. A two-thirds (2/3) vote of the total membership on any referendum shall be binding on the Chapter provided that at least two-thirds of the ballots sent to the membership are cast and returned to the Chapter Secretary within thirty

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(30) calendar days of the initial distribution. Should an insufficient number of ballots be cast and returned to the Chapter Secretary, the general membership, in a meeting of the membership, by two-thirds (2/3) majority of those present elect to dissolve the AGCRA – European Chapter.

**SECTION II:** Assets of the organization will be dispersed totally upon dissolving of the AGCRA European Chapter in the following manner:

- a. All treasury funds will be used to meet outstanding debts, liabilities, or obligations.
- b. The private organization membership is liable for the debts of or claims against the organization in accordance with German Law.
- c. Any treasury balance left after Article IV, Section II, a and b above will be will be donated to a not-for-profit organization selected and approved by the Board of Directors.

### **ARTICLE V - AMENDMENTS, RESOLUTIONS, PROPOSALS, AND SUSPENSIONS**

**SECTION I:** These bylaws may be amended by one of the following actions:

- a. By resolution proposed and adopted by the general membership with a two-thirds majority vote of a quorum and or proxies.
- b. By a proposal from a specially appointed bylaws committee, secretary, and approved by the general membership with two-thirds majority vote of a quorum and or proxies.

**SECTION II:** All members will be advised by the Chapter Secretary of final actions taken on all amendment proposals irrespective of the method of submission, adoption, or rejection.

**SECTION III:** Upon adoption of an amendment, the Chapter officers may correct punctuation, grammar, or numbering, where appropriate, if the correction does not change the meaning.

**SECTION IV:** The Commander, United States Army Garrison – Rheinland-Pfalz, will be advised by the Chapter Secretary of final action taken on all amendment proposals irrespective of the method of submission, adoption, or rejection. A copy of this record will be submitted to the Commander, United States Army Garrison – Rheinland-Pfalz, Attn: Private Organization Tax Office.

**SECTION V:** The following procedures will be followed in the consideration, adoption, or reflection of a resolution of the Chapter:

- a. Member resolutions should be submitted to the Chapter at the general membership meeting.
- b. Resolutions may be adopted by the Chapter by a majority vote of the general membership consisting of two-thirds (2/3) of the members present and or proxy.

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c. A resolution will be evaluated at a general membership meeting to ensure compliance with the bylaws. Further, the resolution will be re-written in the correct format if not already in the proper format by the Chapter Secretary.

**SECTION VI:** Any article, section, or subsection of these bylaws may be suspended by a majority vote of the members present at a general membership meeting. By-laws may be suspended or changed when, in the considered opinion of those present, the accomplishments of the Chapter cannot otherwise be effected. Any such suspension shall be on a one-time basis for a period not to exceed ninety (90) days. All such actions will be duly recorded in the minutes of the meeting wherein the suspension was invoked and the meeting it was withdrawn.

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**BYLAWS**

**ARTICLE I - DUTIES OF OFFICERS**

**SECTION I:** The President

- a.** Will serve as the primary executive officer of the Chapter and shall be responsible for the affairs of the association in the Chapter area of operation.
- b.** The President is responsible for all activities of the Chapter. The President will call meetings of the Board of Directors, and the Chapter membership as appropriate. The President will report to the membership on the state of the Chapter on at least an annual basis.
- c.** The President is empowered to appoint such additional officials as are necessary for the efficient operation of the Chapter. Such appointments do not automatically exclude the appointed official (unless specified within these bylaws) from active Chapter membership nor does it qualify him/her as a voting member, if he/she did not already hold that status. All such appointments require the affirmative confirmation by the general membership and are rescinded upon replacement of the currently elected Chapter President.
- d.** The Chapter President shall hold no other chapter or region office, elected or appointed, concurrently.

**SECTION II:** The Vice President

- a.** Will remain prepared to assume the office and duties of the Chapter President on short notice for temporary absences of the President.
- b.** Shall be the primary coordinating officer and chairperson pro-tempore of all Chapter committees and perform such other duties as assigned by the President.
- c.** Shall supervise the ongoing operations, fund-raising, and special events of the Chapter. He/she will supervise the VP for Communications.
- d.** The Vice President shall be the primary coordinating officer to represent the Chapter as the Sponsorship Liaison and shall coordinate with all Vice Presidents to accomplish all responsibilities entailed.
- e.** The Chapter Vice President shall hold no other chapter or region office, elected or appointed, concurrently.
- f.** In the event of death, disability, or resignation of the Chapter President, the Vice President will assume the office and duties as Chapter President.

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**SECTION III:** The Regional Vice Presidents represent and coordinate on behalf of the European Chapter due to the dispersed nature of the theater.

- a. The regional Vice Presidents are aligned with six of the seven United States Army Garrisons in Europe: Ansbach, Bavaria, Benelux, Rheinland-Pfalz, Vicenza, and Wiesbaden. USAG – Stuttgart is represented by a separate chapter, the “Stuttgart Chapter.” If at any time one of these USAGs is eliminated, the aligned regional Vice President position will also be eliminated at the end of the serving member's term.
- b. Will be responsible for implementing and overseeing all Chapter functions for their region.
- c. Shall be the primary coordinating officer and chairperson pro-tempore of all regional committees and perform such other duties assigned as the Chapter Vice President for their region.
- d. Shall supervise the ongoing operations, fund-raising, and special events of the Chapter within their region.
- e. Shall be the primary coordinating officer to represent the Chapter as the sponsorship liaison to their region. With approval of the Board of Directors, the Regional Vice President may designate additional members to assist in this endeavor.
- f. Shall hold no other Chapter or region office, elected or appointed, concurrently.
- g. Will be responsible for recruiting their replacement in the event of PCS or other event which requires their removal from office.

**SECTION IV:** The Vice President for Awards

- a. Will be responsible for the development and oversight of the Chapter awards program to recognize member contributions to the European Chapter, the AGCRA, and the AG Corps.
- b. The VP for awards will not hold other office in this Chapter or region, either elected or appointed, concurrently.

**SECTION V:** The Vice President of Plans and Operations

- a. The VP Plans and Operations works with the President to ensure all of the responsibilities of the Chapter board are fulfilled. The focus is on the operating budget and functions of the board and to assist with strategic planning.
- b. Will be responsible for being familiar with the Board Bylaws and operating policies to ensure the board adheres to all legal, financial, and any other obligations and able to communicate these to the board as required.

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- c. Create and update Board bylaws, policies, or other documentation required.
- d. Ensure that the budget is approved and fits with the strategy of the Chapter's annual plan.
- e. Assist the President in filling vacant Chapter board positions as necessary.
- f. The VP of Plans and Operations will not hold other office in this Chapter or region, either elected or appointed, concurrently.

**SECTION VI:** The Vice President of Fund Raising

- a. Is responsible for recruiting and selecting volunteers for the Fundraising Committee that will assist in the planning, recruitment, and execution of Chapter fundraising events.
- b. Establishes relationship with the Treasurer and President to ensure funds raised are stewarded appropriately.
- c. Acts as liaison between committee and Chapter.

**SECTION VII:** The Secretary

- a. Will be the recording official of the Chapter general membership meeting and the custodian of the official records, except those of the Chapter Treasurer.
- b. Will formulate and record minutes of all meetings held within the Chapter and forward copies NLT 14 calendar days after each meeting to each member. A file copy will be maintained in the official Chapter files and a copy will be forwarded to the United States Army Garrison – Rheinland-Pfalz, Attn: Private Organization office.
- c. Will maintain a current list of all Chapter members and be prepared to call roll of the authorized voting members, proxies, and active members at meetings of the general membership to confirm a quorum.
- d. Will have at all general membership meetings a list of existing committees with necessary documents for the performance of the committees' duties.
- e. Will maintain correspondence with the AGCRA National Executive Council's Secretary and act as the correspondence focal point for the AGCRA – European Chapter. File copies of all official Chapter correspondences will be kept in the official Chapter files.
- f. Will assist the Chapter President in agenda preparation for general membership meetings.
- g. The Chapter Secretary will hold no other Chapter or region office, elected or

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appointed, concurrently.

### **SECTION VIII:** The Treasurer

- a.** Will have care and custody of all funds, properties, and securities of the Chapter. He/she shall deposit or cause to deposit in the name of "AGCRA – European Chapter" all funds and securities of the Chapter in such banks and or trust companies as the Chapter President may designate. All financial or finance related records is the responsibility of the Treasurer.
- b.** Will keep the President informed at all times of the financial status of the Chapter. A full financial review report will be made available when called for by the general membership.
- c.** Will prepare a monthly financial report, to be presented at all Board of Director meetings which will become a part of the Chapter's official records. A copy will be forwarded to the AGCRA National treasurer and United States Army Garrison – Rheinland-Pfalz.
- d.** Will maintain records of all accountable Chapter property in accordance with DODI 1000.15, AR 210-22, and Army in Europe Regulation 210-22.
- e.** Will maintain informal accountability records of the petty cash fund.
- f.** Will prepare the Chapter budget for presentation to the general membership at the November meeting. This budget, after receiving an approving vote by the general membership, will be the coming year's budget for a period of twelve months commencing in January and ending in December.
- g.** Will transport to the November general membership meeting all necessary documents as required for the performance of an audit, as deemed necessary by the Chapter President. Should at some point other than the November general meeting an audit is desirable, or directed; the Treasurer will maintain records in such format as to provide immediate and accurate verification. Under no circumstances will a change of Chapter Treasurer be effected without an audit of the financial records.
- h.** Will ensure all audits are accomplished in accordance with DODI 1000.15, AR 210-22, and Army in Europe Regulation 210-22.
- i.** The Treasurer, in conjunction with the Chapter President, formulates and dispatches such documents as are required by the Internal Revenue Service (IRS).
- j.** The Chapter Treasurer will not hold other office in this Chapter or region, either elected or appointed, concurrently.

### **SECTION IX:** The Sergeant At Arms

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- a. Will enforce the rules and customs of the Association and the Chapter. He/she is responsible for the safeguarding of any regalia items.
- b. The Sergeant At Arms will not hold other office in this Chapter or region, either elected or appointed concurrently.

### **SECTION X:** The Chapter Historian

- a. Will be a permanent position filled by appointment by the President and confirmed by majority vote of the Board of Directors.
- b. Will maintain the historical records of the Chapter and perform other duties as directed by the President.
- c. The Chapter Historian will not hold other office in this Chapter or region, either elected or appointed, concurrently.

### **SECTION XI:** The Vice President for Membership

- a. Will be responsible for the growth of the Chapter membership and for developing programs to further the interests and membership of the European Chapter, the AGCRA, and the AG Corps.
- b. In the absence of the President and Vice President, the VP for Membership will call to order the general membership meeting and assume the role of President Pro-Tempore.
- c. The Vice President for Membership will not hold other office in this Chapter or region, either elected or appointed, concurrently.

### **SECTION XII:** The Vice President for Communications

- a. Will be responsible for the development of marketing and communication programs to publicize the European Chapter and to further the interests and membership of the European Chapter, the AGCRA, and the AG Corps.
- b. Per guidance from the President, plans, coordinates, prepares and/or executes strategic communications for the Chapter.
- c. Will be responsible for ensuring Chapter website content is kept fresh and relevant.
- d. Serves as editor for Chapter's proposed publications; includes oversight for all coordination and necessary action to produce and disseminate the publication.
- e. The Vice President for Communications must receive the approval of the Board of Directors prior to implementing marketing programs and conducting publicity campaigns.

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- f.** Has oversight responsibility for the Chapter's website at [www.agcraeurope.com](http://www.agcraeurope.com). With approval of the Board of Directors may designate additional members to assist in this endeavor, including website maintenance.
- g.** Coordinates communication efforts with the National Executive Council's Vice President for Communications and efforts with their respective programs.
- h.** Coordinates with Chapter webmaster to support and/or execute linkages between the Chapter, AG School, other chapter websites, and any other website that supports the aims and goals of the Chapter.
- i.** Obtains policy and procedural guidance on such items as frequency of publication, funding issues and decisions, and other matters of concern to the general membership of the Chapter.
- j.** Coordinating effort and purpose for solicitation of input for all proposed Chapter publications.
- k.** Publicizes Chapter functions before and after.
- l.** Prepares and submits final proposed publication for the President's approval.
- m.** Identify controversial proposed publications to the President and Chapter board members.
- n.** The VP for communications will not hold other office in this Chapter or region, either elected or appointed, concurrently.

### **SECTION XIII:** Member At Large

- a.** Will serve as a committee member and in other capacities as necessary.
- b.** The Member at Large will not hold other office in this Chapter or region, either elected or appointed, concurrently.

**SECTION XIV:** The Chapter President shall be empowered to appoint such additional officials as are necessary for the efficient operation of the Chapter. Such appointments do not exclude the appointed official from active Chapter membership nor does it qualify the appointed official as a voting member of the Board of Directors, if that status was not already held. All such appointments require majority vote of the Board of Directors.

**SECTION XV:** Officers elected or appointed under the provisions of these bylaws shall serve in such office for a period of one (1) year or until their successor(s) are elected or appointed and installed in office. The President or Vice President may appoint members to committees as necessary for operations of the Chapter.

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**SECTION XVI:** Officers who are elected or appointed to fill vacancies in offices or who succeed to a vacant office, as provided in these bylaws, shall take office on and from the date of the election or appointment or succession and shall continue in office until the scheduled term of office or their successors are elected or appointed and installed in office.

**SECTION XVII:** Officers holding appointed positions serve at the pleasure of that official. Such officers shall serve for the duration of the term of office of the appointing officer unless sooner relieved or they resign. Appointed positions must be formally filled through appointment or re-appointment at the start of each official's term of office.

**SECTION XVIII:** In the event of ascension of the Vice President to the office of the President, a new Vice President will be nominated by the Chapter President and will be subject to confirmation by the general membership. Should a member holding a Chapter position be nominated and confirmed as the Vice President, their position would be filled in a like manner.

**SECTION XIX:** If no nominations are received for elected office, the incumbent officials shall retain said offices for another term or until a special election, whichever comes first.

### **ARTICLE II - ELECTIONS**

**SECTION I:** Annual elections will be held every May in a location deemed appropriate and as approved by the Board of Directors. When selecting the President and Vice President, the old President and Vice President will open the May meeting. The ballot count will take place during the new business portion of the meeting. The new President and Vice President will take the head table and adjourn the meeting at the conclusion of meeting business. All ballots will be mailed or emailed to a dot mil (.mil) account after the March meeting providing a 20-day time frame for mail in ballots. All voting members must mail, or email from a dot mil (.mil) account their ballots to the Chapter Secretary or hand-carry to the May meeting for counting.

**SECTION II:** The President and Vice President may hold their office for one (1) year or until another candidate is nominated for either office.

**SECTION III:** Starting in February nominations for president and Vice President will be entertained. All nominations must be entered during the April meeting. All nominees must sign intent to serve and understanding of elected position duties prior to being placed on the ballots. The Chapter voting committee will then send all ballots to each member after the April meeting. The ballot will state the nominees for each office and the date of ballot counting.

### **ARTICLE III - MEETINGS**

**SECTION I:** General membership meetings will be held no less than quarterly in a location deemed appropriate and as approved by the Board of Directors. By majority vote, the Board of Directors may approve the AGCRA – European Chapter point of contact in geographical dispersed



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locations in Europe to hold regional general membership meetings in their geographically dispersed locations within Europe. This ability will allow Chapter members in all locations within the European region to vote and participate in the AGCRA – European Chapter. The Chapter Secretary will be responsible for acquiring, consolidating, and distributing these meeting minutes.

**SECTION II:** At each meeting, the Chapter will be reminded of the time and place of the next general membership meeting, and/or any special meetings. The minutes will reflect the time and date of the next meeting.

**SECTION III:** All meetings wherein official Chapter decisions are made or policy formulated will be duly recorded. A copy of the minutes of these meetings and approved financial statements will be forwarded to AGCRA National Headquarters and the Commander, United States Army Garrison – Rheinland-Pfalz. The “Community” copy will be sent to Commander, United States Army Garrison – Rheinland-Pfalz, and Attn: Private Organizations, APO AE 09054.

**SECTION IV:** The general membership meeting will be empowered with all legislative and judicial power and the authority necessary for the operation of the Chapter and the Chapter's affairs.

**SECTION V:** Each bona fide member within the Chapter shall be entitled to one (1) vote on each matter to come before the general membership.

**SECTION VI:** In conjunction with the executive authority of the Chapter President, the general membership will enact and promulgate all necessary rules, regulative orders, and policies which are not in conflict or contradiction with the AGCRA articles of incorporation and bylaws.

**SECTION VII:** In the event of conflict between the Chapter President with its executive powers and the general membership with its legislative powers, the general membership by majority vote will prevail.

**SECTION VIII:** The rules contained in *Robert's Rules of Order*, current edition shall govern the conduct of the meetings of the general membership in all cases where they do not conflict with these bylaws or the AGCRA Articles of Incorporation.

**SECTION IX:** Special meetings of the general membership may be called by the Chapter President or upon request of one-third (1/3) of the members of the Chapter. Meetings called by the President must be announced to all members at least five (5) days prior to the day of the meeting. Requests for a special meeting originating from the members must be addressed to one of the elected Chapter officials who must, within five (5) days of receipt of request, announce the date, time, and place of such meeting.

**SECTION X:** Any person who is not a member of the AGCRA – European Chapter may attend meetings of the Chapter general membership. Their recognition on the floor shall be in accordance with *Robert's Rules of Order*. They shall not be permitted to vote on matters before the general membership.

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## **ARTICLE IV - SPECIAL COMMITTEES**

Any and all committees will be appointed by the President to meet the needs of the Chapter as requirements arise. Duties will be outlined by the President and all committees will serve until the stated project is completed or until dissolved by the president.

## **ARTICLE V - EXPENDITURES**

**SECTION I:** This Chapter may provide grants or donations to any organization or association sponsored in the European Theater. Monies can also be used in support of Chapter sustainment, meetings and/or activities.

**SECTION II:** All expenditures will be within the limitations imposed by the financial budget prepared by the Chapter Treasurer and approved by the general membership. If necessary, a finance committee appointed by the president from within the Chapter will assist the Chapter Treasurer in preparing the annual budget estimates. All proposed expenditures must be for the enhancement of the association's objectives.

**SECTION III:** The president is authorized to be reimbursed for all expenses needed to meet the obligations of the Chapter. Petty Cash in the amount not to exceed one hundred dollars (\$100.00) or one hundred Euro in any one (1) month is authorized. Informal records and receipts are necessary to support the expenditures. The treasurer will retain these records until such time as the annual audit. These records will be made available at the call of the audit committee and may be destroyed if not needed for IRS purposes after the acceptance of the audit by the general membership.

**SECTION IV:** This Chapter will reimburse the Army for utility expenses, unless use is incidental.

## **ARTICLE VI - INCOME**

**SECTION I:** The only dues are those paid by members to the AGCRA National Executive Council, and affiliate themselves with the AGCRA – European Chapter.

**SECTION II:** Community Fests are in conjunction with the community MWR. Details are spelled out in contracts with the MWR.

**SECTION III:** Professional solicitation from business or corporations is allowed (i.e. funds or donated items, or gifts). All funds will be used for organized functions conducted by the Chapter. All solicitation must be in accordance with legal guidance and is subject to legal review.

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**SECTION IV:** The board members will hold a vote on how the fundraising proceeds are distributed ensuring it is in compliance with Article I of Constitution and Article V of Bylaws.

**SECTION V:** The Chapter may conduct major fundraisers on USAREUR installations. The Board of Directors will vote to determine distribution of proceeds. All proceeds will go to the European Chapter unless the Board of Directors approves an alternate proceeds distribution. A request to conduct major fund raising events must be submitted to and approved in advance by the supporting United States Army Garrison (USAG) located where fundraising activity will occur.

**SECTION VI:** Other possible income opportunities may be proposed and voted on at a Board of Directors or general membership meeting. Other income opportunities must be submitted to and approved in advance by the supporting USAG located where fundraising activity will occur

**SECTION VII:** Individual members do not personally profit from the money raised through the AGCRA – European Chapter income, except through, salaries and wages as employees of the Chapter, or award recognition for services rendered to the organization or community.

**SECTION VIII:** With the approval of the Board of Directors, this Chapter may engage in the distribution or sale of alcoholic beverages during Chapter organized functions to those personnel who are considered of legal drinking age. Legal drinking age will be designated in accordance with U.S. law. Personnel must have approved SOFA status in order to purchase any items from the Chapter.

### **ARTICLE VII - FINANCIAL CONTROL**

**SECTION I:** The Chapter Treasurer will deposit in the name of “AGCRA – European Chapter” all funds and securities of the Chapter in such banks or trust companies as the Chapter President may designate.

**SECTION II:** A full financial statement is required upon call of the Chapter President or general membership. The Chapter Treasurer will keep the president informed, at all times, of the financial posture of the Chapter.

**SECTION III:** A single entry ledger will be a permanent paged record book. Subsequent record books will be initiated at the beginning of a calendar year or after exhaustion of the former book. Once initiated, the ledger will not be altered in any manner.

**SECTION IV:** Business transactions made by the Chapter will be entered in the ledger as soon as they occur in accordance with DODI 1000.15, AR 210-22, and Army in Europe Regulation 210-22.

**SECTION V:** A minimum of three (3) accounts will be used. These are the welfare account, used for charitable activities, an administrative account, used for the Chapter operation and

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administrative transactions, and a corporate fund account, used to receive corporate funds. These accounts will divide the proposed budget assets of the financial account stated in Article VII, Section I of these bylaws.

**SECTION VI:** Supporting documents for financial disbursements will include, but not limited to, reference receipts or disbursement vouchers.

**SECTION VII:** The Chapter's financial ledgers and supporting documents will be kept on file for at least seven (7) calendar years, for IRS purposes and German Law, and are subject to review by the approving authority.

**SECTION VIII:** All expenditures of the Chapter shall be made by bank check signed by two of the authorized Chapter officials. With the exception of the petty cash fund, payment of bonding insurance premiums, payment of normal AGCRA membership dues, and expenditures from the Chapter Treasury will be only with the approval of the general membership.

### **ARTICLE VIII - BONDING**

When the total cash on hand or assets, that any official or employee has access to, exceeds \$1000.00, the Chapter President shall ensure that adequate security bonds are entered into the Chapter for its protection. Fidelity bonding will also be purchased for members handling monthly cash flow exceeding \$500 in an amount equal to the normal maximum amount of cash handled. The Office of the President and Treasurer of the Chapter shall be bonded in the amount agreed upon by the general membership, but not less than the amount of cash value of the assets entrusted to said individuals.

### **ARTICLE IX - AUDITS**

Audits will be accomplished in accordance with DODI 1000.15, AR 210-22, and Army in Europe Regulation 210-22. Informal audits will be conducted as directed by the Board of Directors. The audit will consist of balancing the checkbook and the latest bank statement. The Chapter President or Vice President will review the audit.

### **ARTICLE X - EMPLOYEE**

The salary or salaries of an agent or agents, such as typist or legal counsel, shall be as provided for in the annual budget. Any expenditure in excess of the approved budget must be approved by majority vote of the general membership.

### **ARTICLE XI - CHAPTER**

**SECTION I:** Chapter Founding:

- a. Formation of this Chapter was accomplished in accordance with bylaws of the

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Adjutant General's Corp Regimental Association bylaws.

- b.** This Chapter forwarded petition for this charter to the AGCRA National Executive Council. The elected officials are responsible for reviewing bylaws for accuracy, consistency, and or change to incorporate changes in the European Region and the AGCRA Corporation bylaws.
- c.** This Chapter, formed under the European Region, must apply for "Authority to Exist" as a private organization as described by current community policy or regulation (BSB), on an annual basis in accordance with DODI 1000.15, AR 210-22, and Army in Europe Regulation 210-22.

**SECTION II:** The AGCRA Executive Council may suspend or revoke the Chapter charter for any of the following reasons:

- a.** Deliberate attempts by the Chapter to conspire to and/or obstruct the principles, purpose, and general policies of the AGCRA as set forth in its Articles of Incorporation.
- b.** Fraudulent or illegal acts calculated to destroy the credibility or reputation of the AGCRA or deliberate violations of its Articles of Incorporation and/or Bylaws.
- c.** Failure to maintain an active membership of at least ten (10) members over a period of one hundred and eighty (180) days or protracted failure to hold elections.

**SECTION III:** Individual Chapter members will not make any commitments, contracts, or public statements in the name of the AGCRA – European Chapter without given authority or direct approval of the Board of Directors.

**SECTION IV:** This Chapter will have only such power as delegated in the AGCRA Articles of Incorporation and bylaws.

**SECTION V:** Upon withdrawal of a Chapter charter, its members will, at their discretion, transfer to another chapter.

**SECTION VI:** This Chapter will not make statement(s) that will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government.

**SECTION VII:** This Chapter will not conduct activities that may discredit the Army, DOD, or the Federal Government.

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**ARTICLE XII - PUBLIC POLICY**

**SECTION I:** The Chapter elected officials and the general membership may cause periodic information devoted to Chapter affairs to be published. The Vice President for Communications will be charged with the responsibility for providing Chapter information to be announced or published in the appropriate media.

**SECTION II:** All public statements made, or actions taken in the name of the AGCRA – European Chapter shall be in consonance with the purpose of the AGCRA as set forth in the Articles of the AGCRA Articles of Incorporation.

**ARTICLE XIII - AMENDMENTS**

**SECTION I:** Any member in good standing may submit a request for amendment to these bylaws. All requests will be voted on during any general membership meeting. A two-thirds (2/3) majority of the general membership will approve any proposed amendment. All approved amendments will be sent to a bylaws committee for incorporation into the new bylaws.

These documents were read and approved by Majority Vote on 19 September 2018.

Signed:

10/16/2018

X   
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Signed by: RASMUSSEN.MATTHEW.FOCHS.1048758653  
MATTHEW F. RASMUSSEN  
CHAPTER PRESIDENT

X *Diedre K. Nevels*  
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DIEDRE K. NEVELS  
CHAPTER VICE PRESIDENT