



SDFM | Chapter
Washington

Washington Chapter of the Society of Defense Financial Management Constitution and Bylaws

Article I - Name

Section 1. The name of this organization shall be the Washington Chapter of the Society of Defense Financial Management, hereafter referred to as the Chapter.

Section 2. In keeping with the National Constitution and Bylaws, the Chapter works to promote the education, training, and certification of the defense financial management workforce; to support financial transformation in the defense sector; and to uphold the highest ethical and professional standards.

Article II – Purpose

Section 1. The Chapter is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

Section 2. The purpose of the Chapter is to promote and perpetuate the highest standards of performance in defense financial management. To meet this goal, emphasis will be placed on:

- a. Promoting the education and training of the Chapter membership,
- b. Supporting the development and advancement of the profession of defense financial management,
- c. Growing chapter membership, in particular early careerists (defined as 10 or fewer years in one's professional career and sector);
- d. Encouraging a free exchange of ideas, techniques, approaches and problem solving information; and,

- e. Providing a forum to keep the members and other interested individuals abreast of current events in defense financial management which can be beneficial to them, their employing organizations and the public.

Section 3. To this purpose, the Chapter will:

- a. Coordinate with the National Council, as appropriate, the sponsorship of professional development symposia or events, seminars, and other educational meetings;
- b. Sponsor monthly meetings, featuring speakers addressing subjects of interest to the membership;
- c. Encourage the submission of articles, papers and other research work for publication in the Armed Forces Comptroller Journal;
- d. Publish a Chapter Newsletter on a bi-monthly basis, for the dissemination of information of general interest to the membership;
- e. Sponsor for formal recognition by the National Council those individuals deemed by the Chapter membership to have made outstanding contributions to the advancement of defense comptrollership; and
- f. Cooperate with other educational and professional organizations in matters of mutual interest.

Section 4. This Chapter does not contemplate pecuniary gain or profit to the Chapter, its officers or its members.

Article III - General.

Section 1. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II above.

Section 2. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or

the corresponding provisions of any future United States Internal Revenue Law).

Article IV - Membership

Section 1. Membership in the Chapter is voluntary and is open to: (1) all Officers, Warrant Officers, Enlisted Personnel, and Civil Service Employees and Contractors supporting the Department of Defense and the Coast Guard, who are or have been, engaged in financial management duties as defined above, and (2) employees of corporations affiliated with DoD or Coast Guard financial management activities.

Membership shall not be denied anyone on the basis of age, race, religion, national origin, disability, ethnicity, pregnancy, genetic information or sex. Section 2. There shall be five classes of membership:

- a. Active Members shall be persons who are or have been employed as professionals in the defense financial management field and who, to remain in good standing, have paid the appropriate dues and fees.
- b. Life Members shall be those Active Members who have been in good standing for thirty consecutive years, or who are past National Presidents.
- c. Student memberships shall be granted to persons who are enrolled full time (at least twelve undergraduate or nine graduate credits per semester) in a degree granting program of higher education, are not eligible for Active Membership, demonstrate an interest in the defense financial management field, and who to remain in good standing, have paid the appropriate dues and fees. Student status is available for a maximum of 6 years and once a member moves to Active membership, he or she cannot go back to Student membership.
- d. Retired Members shall be available to individuals who are either no longer working full time, have reached age 62, or have a permanent disability that prohibits their working, and who wish to remain in good standing, have paid the appropriate dues and fees.
- e. Corporate Members shall be corporations which demonstrate an interest in the defense financial management field and who to remain in good standing, have paid the appropriate dues and fees.

Section 3. Application for Active, Life, Student, Retired, and Corporate Memberships shall be tendered to the National Headquarters of the Society on application forms designated for that purpose.

Section 4. Chapter members shall be accorded all rights and privileges as provided by the National Constitution and By-Laws.

- a. Corporate members shall have the rights and privileges of Active members.
- b. The right to resign membership is reserved to all members

- c. Chapter membership may be terminated for non-payment of dues.

Article V - Chapter Officers

Section 1. Chapter officers shall consist of a President, a President-Elect, a Vice President for each of the agencies represented in the Chapter membership to include the corporate and retired members, a Secretary, a Treasurer, a Deputy Treasurer, and an Assistant Secretary for each of the agencies represented in the Chapter membership.

- a. The President shall be the prior year's President-Elect and shall serve for a one-year term in addition to any period in which he/she fills a vacancy in the office of the President. The President-Elect, and Secretary will also serve for one year appointment.

Section 2. The Chapter President, with the Chapter Secretary, shall serve without compensation for a period of one year, commencing 1 July and ending 30 June. The offices of President, and Secretary shall be rotated among the several agencies in the Chapter membership (desired rotation: USA, USN, USMC, USAF, DoD, USCG). The Vice Presidents, Treasurer, Deputy Treasurer, and Assistant Secretaries for the several agencies shall serve two-year terms. The term of office for the Vice Presidencies shall commence 1 July of even-numbered years. Assistant Secretaries and Treasurer shall commence on 1 July of odd-numbered years. Should any office become vacant, the Chapter President, with the concurrence of the Executive Board, may appoint an Active member to fill the office for the remainder of the term.

Section 3. The incumbent Chapter President shall coordinate with the Executive Board to nominate one eligible member for each of the following elective offices: President, Vice President (Department of Defense (includes OSD and other Defense Agencies), Vice President (Army), Vice President (Navy), Vice President (Air Force), Vice President (Marine Corps), Vice President (Coast Guard), Vice President (Corporate/Retired) and an assistant secretary for each of the agencies listed above. The Chapter Secretary shall prepare a ballot for submission to the general membership. The ballot shall provide space for additional nominations from the General membership. Nominees receiving a plurality of votes of the Chapter membership shall be elected. The incoming and outgoing officers shall determine and coordinate the orderly transfer of responsibilities and records, including an annual report of financial condition of the Chapter's financial records in accordance with National guidelines. The Chapter Secretary shall call for nominations in March and distribute ballots to the membership during April. Election results shall be announced at the May general meeting with the intention of performing an officer changeover at the June general meeting.

Section 4. The President as Chief Executive, shall appoint Active members for the offices of Chapter Secretary and Treasurer, preside at all Chapter and Executive Board meetings, appoint such standing and special committees as may be required, and act as ex-officio member of all committees with the exception of the Nominating Committee. In the execution of the responsibilities of his/her office, the President shall enforce the Constitution, By-Laws, contracts, policies, and directives of the Society and the Chapter. In the performance of his/her duties, the President may as deemed appropriate, assign duties and responsibilities to the various Chapter officers and committees.

Section 5. There shall be a Vice President for each of the agencies represented in the Chapter membership and one to represent the corporate/retiree membership. The Vice Presidents shall serve as liaison points for Chapter and Society matters with their respective organizations. One of the Vice Presidents shall assume the duties of the President during any period of his/her absence or incapacity. The presiding Vice President shall be designated by the President.

Section 6. Executive Board shall authorize expenditures and the Treasurer shall account for all funds in accordance with established financial management procedures.

Article VI - Committees

Section 1. With the exception of the Audit Committee, which shall be appointed by the incoming President, the incumbent President shall appoint committees as provided below. Committees shall serve at the pleasure of the President, but in no cases longer than 12 months without being extended by a motion by the Executive board.

Section 2. Each committee provided for below, with the exception of the Executive Board and the Symposium Committee, shall elect one of its members as chairman. The chairman shall be responsible directly to the President for the function of that committee. The chairman shall coordinate all committee work but may only vote to break tie votes on committee affairs.

Section 3. Standing Committees, composition and duties:

a. Executive Board shall be a committee of the whole, consisting of all Chapter officers and Committee Chairs. The Executive Board shall carry out the Executive functions of the Chapter as provided in this and the National Constitution. The Chapter President shall be the chairman, and the Executive Board will meet at their pleasure, or whenever required.

b. Audit Committee shall consist of any three Active members considered to be qualified by the incoming President. They shall elect their own chairman who shall be directly responsible to the incoming President. This committee will audit the Secretary's records and Treasurer's accounts, review procedures, review annual financial reports and tax returns, verify bank balances, inventory Chapter property, and perform any similar functions for the President. The committee shall also report to both the incoming and outgoing Presidents any discrepancies or irregularities found to exist. An audit committee shall also be convened by an incumbent President due to a mid-term relief or removal of the Chapter Treasurer, and at any times deemed appropriate by the President. Should the Board choose to contract for the services of an independent public accountant to conduct an audit of the Chapter's financial statements, the Audit Committee will be responsible for overseeing that effort.

c. Training and Education Committee shall be generally responsible for advancing the training and education of the Chapter membership. Specifically, this committee shall; plan, coordinate and arrange any seminars, training sessions or classes conducted by the Chapter; and receive, screen and recommend for

publication by the National Society any manuscripts, papers or research performed by the Chapter membership.

d. Regional PDI Committee This committee will be activated annually. It will consist of not less than five members of which at least two must be officers of the current or immediately preceding year. This committee will be chaired by an Active member selected by the President of the Chapter, and will consist of at a minimum, a Chairman, Vice Chairman, Financial Chairman, and Program Chairman. Although this committee will generally function for no longer than 12 months duration, it may span more than one Chapter administration. The committee will be dissolved by the President when its need no longer exists.

e. Outreach and Communications Committee shall be generally responsible for promotion of the chapter activities, to include community service events, membership drives, newsletters, website updates, social media engagement, and the expansion of early careerists opportunities across the chapter.

Section 4. The President may, as needed, appoint other special committees to supplement the work of the standing committees or in furtherance of Chapter business.

Article VII – Membership Fees and Dues

Section 1. Members of this chapter shall pay fees and dues as provided by the National Constitution.

Section 2. With the consent of two-thirds of the Chapter membership, an annual or special one-year fee may be levied in addition to the National dues requirement. A schedule of any additional fees or surcharges made by the Chapter shall be filed with the National Headquarters.

Section 3. All retained funds of the Chapter shall be deposited into federally insured bank or credit union accounts established in the name of the chapter, or shall be invested as approved by the Chapter and National Executives Committee.

Article VIII – Chapter Records

Section 1. The following records, as a minimum, shall be maintained on a permanent basis by the Chapter

- a. Chapter Constitution and Bylaws
- b. Minutes of the meetings of the Chapter Executive Board

Section 2. The Chapter's books of accounts and checkbooks shall be retained until audited and for periods required by applicable laws, statutes, and regulations. A copy of the Chapter's annual report of financial condition shall be forwarded to the National Treasurer.

Section 3. The Chapter Secretary, assisted by the Assistant Secretaries, shall maintain appropriate records to identify members in good standing of the Chapter.

Section 4. The Chapter shall maintain and publish an Executive Board and Committee Roster showing contact information for all officers. This directory shall be revised upon any change to its contents.

Article IX – Chapter Meetings

Section 1. This Chapter shall hold regular meetings on a monthly basis with the exception of December and March. The President is empowered to call special meetings as deemed appropriate. The Secretary shall provide Chapter members timely notice of all meetings.

Section 2. All Chapter regular and special meetings are open to all members unless specifically closed by the Executive Board with good, proper, and sufficient notice/

Section 3. For the purpose of transacting Chapter business, a simple majority of active members present is required for approval. Proxies shall be counted as members present.

Article X – Parliamentary Authority

Section 1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the National or this Chapter’s Constitution and By-Laws and any special rules of order the Chapter may adopt.

Article XI – Liability of Officers and Indemnification.

Section 1. Limitation on Liability The real and personal property of the Chapter officers shall not be available to satisfy any Chapter debts. Chapter officers shall include those elected and appointed officers, and elected and appointed members of the Chapter’s duly constituted Committees, and members of the Executive Board.

Section 2. Indemnification.

The Chapter may indemnify any current or former officer against expenses actually and necessarily incurred by them in connection with the defense of any actions, suit, or proceeding in which he or she is made a party by reason of being or having been such officer, except in relation to matters as to which they shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty.

The Chapter may purchase and maintain insurance on behalf of any person who is or was an officer of the Chapter against any liability asserted against them and incurred acting in that capacity.

Article XII - Dissolution.

Section 1. A two-thirds majority vote of all Chapter members eligible to vote is required to effect

dissolution of the Chapter.

Section 2. Upon dissolution of the Chapter, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Chapter, dispose of all of the assets of the Chapter exclusively for the purposes of the Chapter in such a manner, or to such organization(s) organized and operated exclusively for charitable, educational, or scientific purposes as at the time shall qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the Chapter is located, exclusively for such purposes or to such organization(s), as said Court shall determine which are organized and operated exclusively for such purposes.

Section 3. Chapter records shall be forwarded to the National Executive Committee.

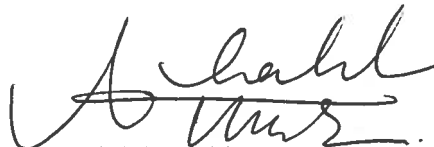
Article - XIII - Ratification, Amendments and By-Laws

Section 1. The ratification of the Constitution and By-Laws shall be a two-step process. First, they must receive the concurrence of two-thirds of the members of the Chapter Executive Board before they can be presented to the general membership for approval. Second, approval by two-thirds of the general membership voting shall be sufficient for the establishment of this Constitution and By-Laws for the Washington Chapter of the Society of Defense Financial Management and its members.

Section 2. Amendments to this Constitution may be proposed by any Active member of the Chapter, or by a special committee appointed by the President. Proposed amendment to this Constitution shall require the concurrence of two-thirds the membership present at a regularly scheduled meeting. The specifics of proposed amendments and the intent to vote on them must be announced to the Chapter membership at least 21 days prior any vote taken.

Section 3. Changes to the By-Laws of this Constitution shall require the concurrence of two-thirds the members of the Chapter Executive Board.

Section 4. The above Constitution and By-Laws were approved by a vote of the general membership, Washington Chapter of the Society of Defense Financial Management, on 5 March 2025.



Ms. Alaleh Jenkins
Chapter President
5 March 2025