

**BY-LAWS**  
**RED HAT CHAPTER**  
**ASSOCIATION OF QUARtermasters**  
**www.redhatchapter.com**

**ARTICLE I**

**TITLE**

**Section 1.** The name of this organization shall be the Red Hat Chapter of the Association of Quartermasters, hereinafter referred to in by-laws as the Red Hat Chapter, the Chapter, or the Red Hat Chapter, AQM.

**Section 2.** These by-laws shall govern the administration and regulation of the Chapter.

**ARTICLE II**

**PURPOSE**

The purpose of the chapter is to support and assist in the accomplishment of military goals and objectives through the fostering of professionalism; instill esprit de corps and camaraderie within the retired community of the Quartermaster Corps; maintain the tradition, heritage, and history of the Quartermaster Corps (especially that of the Parachute Rigger); and recognize excellence within Parachute Rigger units past and present and the Quartermaster Corps as a whole.

**ARTICLE III**

**AREA**

The regional area encompassed by the Red Hat Chapter shall be international in scope since Parachute Riggers reside worldwide.

**ARTICLE IV**

**MEMBERSHIP**

**Section 1. Eligibility.**

- a. Membership in the Red Hat Chapter shall be open to those persons residing in the area as designated in Article III above, and who meet eligibility criteria in paragraph b.

b. Qualifications of membership are as follows:

- (1) Active Members: Quartermaster personnel of all ranks and grades inclusive of active duty, United States Army Reserve, Army National Guard, military and civilian retirees, Department of the Army Civilian employees, and members of the other branches and services that are or have been parachute riggers or non-rigger personnel who are or were assigned to parachute rigger units.
- (2) Honorary members: Persons distinguished in the military and civilian communities that are deserving of such recognition for their support of the Quartermaster Corps (especially Parachute Riggers) and are elected by the Officers of the Chapter. Honorary membership shall be for life or until terminated by resignation. Such members will not be subject to Association or Chapter dues.
- (3) International membership is encouraged.

**Section 2. Terms of Membership.** Membership in the Chapter shall remain in force as long as the member meets requirements of the Chapter and is approved by the Association of Quartermasters (AQM). Membership in the AQM is a necessary requirement except for honorary members.

## ARTICLE V

### OFFICERS AND COMMITTEES

**Section 1. Composition and Eligibility.** The officers of the Red Hat Chapter, Association of Quartermasters, shall consist of a President, Vice President, Secretary, Quartermaster, Supply Officer, Chaplain and those personnel designated at the regional areas. The President and Vice President will be elected. The candidate receiving a majority vote of membership attending and in accordance with Article VI below will be elected. The Chapter President will appoint the Secretary, Quartermaster, Supply Officer and Chaplain. Regional representatives/officers will be selected by represented installations, the chapter president and retirees residing in the area. Chapter officers (except regional) shall all reside in the same (Parachute Rigger) regional area in order to have and sustain better command and control. For this consideration, there are four Parachute Rigger regional areas; Forts Lee, Bragg, Campbell and Benning. Each regional area will represent the chapter as follows: Ft Lee, one (1) active duty and two (2) retirees, Ft Bragg, three (3) active duty (one active duty from the 82<sup>nd</sup> Airborne Division, one active duty from the First Corps Support Command, one active duty from Special Operations Command) and three (3) retirees, Ft Campbell, one (1) active duty and two (2) retirees, Ft Benning, one (1) active duty and two (2) retirees. All officers must be active members of the Red Hat Chapter and meet membership eligibility as specified in Article IV above.

**Section 2. Chapter Officers -** The Chapter Officers shall consist of the President, Vice President, Secretary, Quartermaster, Supply Officer, Chaplain and regional officers as stated above. The Chapter Officers shall have the power to act in the name of the Chapter without reference to the general membership when decisions are required that cannot wait for general membership meetings. Chapter officers, working together and in close coordination, shall perform the following:

1. Approve and direct the entire chapter operation and overall program
2. Analyze proposals and requests.

3. Form, adopt, and act upon recommended policy.
4. Recommend the need for committees.
5. Assign tasks and provide guidance.
6. Receive reports from Chapter committees and members.
7. Schedule meetings regularly, at a minimum of once a quarter and at shorter intervals before the occurrence of major Chapter events.
8. Keep abreast of developments, guidance, and information provided by the Association of Quartermasters.

**Section 3. Status and Powers** -The officers enumerated above shall be the governing body of the Chapter. They shall govern in accordance with the Constitution of the Association of Quartermasters and the by-laws of this Chapter.

**Section 4. Term of Office** – Elected officers and those appointed shall serve a 2-year term and at the end of that term will be eligible for re-election/appointment.

### **Section 5. Duties**

- a. President - This individual is a current member in good standing of the Red Hat Chapter who is interested in the chapter, its aims and objectives and will devote the necessary time to provide leadership to run the chapter. As the principle officer, the President presides at the general membership meetings and other chapter meetings as necessary, appoints non-elected officers, and ensures a sound organization and an effective overall chapter program..
- b. Vice President - This individual is a current member in good standing of the Red Hat Chapter. The Vice President assists the President, presides in the absence of the President and is the liaison/coordinator of operations for all approved chapter functions and activities. In this capacity, supervises and is the point of contact specifically for chapter membership issues, coordination of events such as reunions, meetings, guest speakers, and other social and military functions as approved by the chapter officers. Lays on and supervises various committees on an as needed basis. Stays in contact and continually coordinates with chapter representatives of other rigger installations. The vice president may enlist and select such needed assistance/committees as required in the accomplishment of assigned duties.
- c. Secretary - The person selected as secretary must be a current member in good standing of the Chapter. Incumbent must have computer skills necessary to compose letters, and news letters, initiate and answer emails, post information to the chapter web site, and other normal duties associated with the position of secretary. The secretary may enlist an assistant and other aid if and when necessary. Duties and responsibilities are as follows:
  - (1) Keep the chapter records.
  - (2) Attend and keep minutes of all meetings.
  - (3) Handle and be responsible for chapter correspondence.
  - (4) Ensures properly completed membership applications are mailed to the AQM.
  - (5) Route incoming correspondence to appropriate officers.
  - (6) Ensure officers, committees, and membership are appraised of all important chapter matters.
  - (7) Maintain the Chapter roster and forward a copy quarterly to the AQM.

- (8) Ensure committee and Chapter members receive rosters and other Chapter data as required.
- (9) Ensure that permission is kept current to operate on Fort Bragg, Fort Lee, Fort Campbell and Fort Benning and is in accordance with Army Regulation 210-1.
- (10) Act as the Quartermaster in his/her absence.

d. Quartermaster. Duties and responsibilities are as follows:

- (1) Receipt, disburse, and safeguard funds belonging to the Chapter and Association.
- (2) Maintain necessary accounting records.
- (3) Maintain relations with banks and financial institutions with whom the Chapter conducts business.
- (4) Advise chapter officers (and membership as necessary) on all financial matters.
- (5) Submit periodic financial reports as necessary and required.
- (6) Keep on file a copy of (for ready reference) AR 210-1, Private Organizations on Department of the Army Installations and Official Participation in Private Organizations Audit of Chapter receipts/expenditures/financial record.
- (7) Cause an audit of the financial records of the Chapter after each election of officers and prior to installation of newly elected officers.

e. Supply Officer

- (1) Keep and account for all chapter property.
- (2) Store, transport, display and remove chapter supplies and equipment (colors, guidon, national flag, books, paraphernalia and other display items) from meetings, reunions, the annual Rigger Ball and other social and business functions deemed necessary by prior agreement.
- (3) Enlist assistance as required with supply function.

f. Chaplain

The chaplain shall be the spiritual advisor for the chapter. In that capacity shall provide prayer for all chapter functions, and at meetings, make inquiries in order to ascertain member illnesses, deaths, births, weddings, etc. and other areas of life whereby sending of cards are appropriate and initiate and send such cards. By telephone or other communication means, keep up to date information on chapter members and their families relating to members in need and recommend necessary action to be taken. Report all information regarding these issues promptly to the Chapter president.

g. Regional Representatives

- (1) Coordinate activities at installation and regional area assigned. (Active duty coordinate on installation activities and retired members coordinate off installation activities.) Both retired and active duty work in close coordination, however.
- (2) Keep in contact with Chapter officials in order to provide current information at the various regional locations.
- (3) Provide input of interest, both current and historical, to the Chapter secretary for inclusion in the quarterly newsletter and website.

## ARTICLE VI

### MEETINGS

**Section 1. General Membership Meeting.** Every two years a meeting of the general membership will be held during the reunion for the election of officers. Officers elected will be installed the month after the election. An officer elected by special election to replace an officer who resigns his/her office during the year will still face reelection in the annual meeting.

**Section 2. Other Meetings.** Special meetings shall be held as necessary and as called by the president.

**Section 3. Quorum.** Members present at any general meeting, shall constitute a quorum for the conduct of business.

## ARTICLE VII

### AMENDMENTS

These by-laws may be amended at any business meeting by a majority of those present and voting, provided advance notice of 15 days or more of such proposed amendment has been given.

## ARTICLE VIII

### DISSOLUTION

In event this Chapter shall cease to exist for any reason, all assets remaining after all obligations are met will be distributed as determined by a special meeting of the chapter officers.

### APPROVED BY MEMBERS

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(DATE)

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1SG (R) Delma Weitman, President

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SFC (R) James Kennebeck, Vice President