

**LONE STAR DRAGON CHAPTER OF THE
CHEMICAL CORPS REGIMENTAL ASSOCIATION**

CONSTITUTION

ARTICLE I

NAME AND AUTHORITY

Section 1. Name. This organization shall be called the Lone Star Dragon Chapter of the U.S. Army Chemical Corps Regimental Association (CCRA), or the "Chapter". The CCRA is referred to in these documents as the "Association."

Section 2. Type. The Chapter is established as a private Association under the provisions of AR 210 – 22 and its supplements and exists on any military installation at the discretion of and the written consent of the installation commander. The Chapter will operate as a tax-exempt organization in accordance with Internal Revenue Code (IRC) 501 C (3.) and provisions of applicable DOD regulations, such as III CORPS & FH REG 210-56 for Fort Hood. Such consent shall be contingent on the following as appropriate.

- A. That programs and activities conducted do not prejudice or discredit the military service or other agencies of the United States government.
- B. That activities will not be conducted in the name of the installation or any organization or affiliated establishment.
- C. That neither the Army or a non-appropriated fund as defined in AR 210 – 22 shall assert claim to the assets of the Chapter; nor shall the Army or any non-appropriated fund incur any obligation on behalf of or assume any obligations of the Chapter
- D. That the Chapter will not engage in activities which conflict with authorized activities or non-appropriated funds defined in AR 210 – 22.
- E. That the Chapter is self-sustaining and receives no support from the Army or from defined non-appropriated funds in AR 210 – 22 and its supplements except as defined in AR 215 – 1, Military Morale Welfare and Recreation Programs and Non-Appropriated Fund Instrumentalities.
- F. That the Installation Commander has authority to enforce compliance by the Chapter with conditions enumerated herein, to inquire into their activities and may revoke permission to operate at any time.
- G. That the Chapter is and shall be a financially self-sustaining, non-governmental organization or association and constituted, established and operated by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the government. The Chapter is not established nor operated pursuant to authority vested in the Army or any official thereof.
- H. Military Installation Requirements:
 - a. Applicable regulations
 - 1. AR 210-22
 - 2. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-Appropriated Fund Instrumentalities) and AR 608-1
 - 3. JER, Department of Defense Directive (DODD) 5500.7-R
 - b. Private Organizations (POs) authorized to exist on military installations will:

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1. Request revalidation and submit an updated constitution and bylaws for approval biennially.
2. Approval to exist on military installations will automatically be withdrawn if requests for revalidation are not received at least 30 days prior to expiration date.
3. Provide the Private Organization Coordinating Officer (POCO) with:
 4. A current list of club officers.
 5. Phone and email to contact the club officers.
 6. Prepare and submit minutes and financial statements of club meetings in POs constitution and bylaws.
 7. Submit audit annually or upon change of treasurer to the POCO.
 8. Staff, by DFMWR, financial statements to the military installation Commander for review and approval.

Section 3. Liability. The Chapter will carry no insurance. Chapter members shall not be subject to payment of the Association or Chapter expenses and debts.

Section 4. Minimum membership. As a minimum, the Chapter will maintain a membership of 10 individuals. Should membership fall below 10, the Association will be notified immediately by the Treasurer, who will report the actions of the Chapter to the President and Chapter Board.

**ARTICLE II
MEMBERSHIP**

Section 1. General. Membership in the Chapter shall be voluntary and shall consist of Soldiers- active duty, Reserve, National Guard, and retired Chemical Corps officers, warrant officers, noncommissioned officers, and enlisted Soldiers, former Lone Star Chemical Soldiers, active/retired civilians, and others associated with or having an interest in the Chemical Corps or its Regimental Association.

Section 2. Discrimination. The Chapter is committed to not discriminate in membership or employment based on:

- Sex • Age • Religion • Race • Color
- National origin • Marital status • Sexual Orientation

The Chapter will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. The Chapter will not seek to deprive individuals of their civil rights.

Section 3. Affiliation. Association members may hold affiliation with one primary Chapter.

- A. The Association will record the first Chapter a member becomes affiliated with as the primary Chapter. The primary chapter shall be the only Chapter to receive financial compensation for any single membership.

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- B. Members already affiliated with the Chapter may become Associate members of other Chapters. These additional Chapters will not receive financial compensation from the Association.
- C. Lone Star Chapter will decide on the benefits of affiliation with other Chapters as an Associate member, such as receipt of newsletters or voting privileges.
- D. Chapter may solicit donations from Associate members to defray cost of benefits such as newsletters and approved activities but will not receive financial compensation from the Association.

**ARTICLE III
ADMINISTRATION**

Section 1. Administration. The administration of the Chapter shall be in accordance with the approved Constitution and Bylaws of the Chapter and other directives under the supervision of the Council Board.

Section 2. Council Board. The Council Board will consist of the President, three Texas Regional Vice Presidents, Programmer, Secretary, Historian and Treasurer and such other officers as may be decided by the Council Board from time to time.

Section 3. Process. The Council Board shall carry out the purpose and objectives of the Chapter by approving transactions of business in accordance with the approved Constitution and established policies and shall make and enforce such Bylaws as are necessary for governing of the Chapter.

Section 4. Voting. All officers shall be voting members of the Council Board. The President will only vote to break ties if Board cannot reach majority consensus.

**ARTICLE IV
FINANCES**

Section 1. Revenue. All revenue producing activities held on a military installation require prior approval from the Installation Commander.

Section 2. Audit. The Treasurer's books are subject to audit per existing State and Army regulations.

- A. Adequate accounting records for the organization will be maintained, accounting to reflect the:
 - records • Assets. • Liabilities. • Net worth. • Financial transactions.
- B. A SOP describing the accounting system used by the organization will be prepared and maintained in a permanent file for reference and inspection purposes.
- C. Inspections will be conducted:
 - a. At the discretion of the Garrison Commander using staff agencies.
 - b. To ensure that private organizations are complying with:
 - AR 210-22. • This regulation. • The approved constitution and/or bylaws. • The SOP of the organization • Appropriate military installation regulations such as 2 January 2009 III CORPS & FH REG 210-56
- D. Financial transactions will be supported by: accounting records • Invoices. • Collection sheets. • Canceled checks. • Other supporting documents, as applicable.

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- E. Adequate accounting records will be maintained for cash and other assets. Quarterly financial statements (e.g., balance sheet, profit and loss statement) will be prepared and provided to the membership upon request and the POCO for staffing and approval.
- F. Audit of POs with gross annual revenue of \$1,000 or more will be privately audited:
 - a. At least every 2 years.
 - b. When changing treasurers.
 - c. At the POs expense.
- G. The following provisions apply:
 - a. POs using a double entry accounting system, regardless of source of income over \$1,000 will be audited by a qualified auditor.
 - b. Single entry accounting systems will be audited as follows:
 - i. Income from contributions, dues, and assessments will be audited by a PO member who holds no office
 - ii. at least 18 years of age, or a qualified auditor who hold no office.
 - c. The audit will include, as a minimum: (POs)
 - i. Balance sheets.
 - ii. A thorough check that transactions are properly recorded, and accounts are properly posted.
 - iii. An inventory of organization-owned property.
- H. Written narratives from the auditor verifying financial statements are accurate.
 - a. Review by the executive board and membership.
- I. Upon changing of treasurer, the audit will include, as a minimum:
 - a. A cash count of all cash on hand.
 - b. Reconciliation of cash in the bank.
 - c. A test check of accounts receivable.
 - d. A reconciliation of accounts payable and other liabilities.
- J. Audits and supporting financial records will be retained by the organization for a minimum of 2 years following the completion of the audit.
- K. A copy of the completed audit will be furnished to the POCO for staffing and approval.
- L. Type 2 POs with financial statements audited by their national headquarters may submit a copy of such an audit in lieu of the prescribed audit.
- M. The Chapter agrees to reimburse the Army for utility expenses, unless use is incidental (would cost more to bill and collect than it costs to provide the utility).

Section 3. Liability. Neither the installation nor the United States Government will have any liability for this Chapter's actions or debts.

Section 4. Reserve. At least Ten per cent of the net receipts of the fiscal year will not be expended but held in reserve for the following year, as recommended and approved by the Board.

Section 5. Expenditures. The Council Board shall approve all expenditures for the operation of the Chapter and shall ensure all disbursements are within the purposes of the Chapter and within budget.

**ARTICLE V
PROPERTY**

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The Property of the Chapter shall consist of such articles as may properly come into its possession. The property shall be accounted for by the Treasurer in accordance with sound business practices using AR 215 – 1 as a guide.

**ARTICLE VI
RECORDS**

Section 1. Secretary. The secretary will maintain a permanent historical file with the following:

- Original Constitution with all current revisions.
- Original bylaws with all current revisions.
- Records of approval of Constitution and bylaws and all amendments.
- Records of approval by military installation commanders
- List of Council Board members and their contact information.
- Current list of members with addresses, and email addresses if any.
- Minutes of all meetings.

Section 2. Records. All records of the Chapter, excluding permanent files and the uncompleted checkbook will end each fiscal year and be held for seven years before it is destroyed.

**ARTICLE VII
AMENDMENTS TO CONSTITUTION**

Section 1. Proposal. Amendments to this Constitution must be submitted in writing to the Council Board which may, by majority vote, propose the Amendment to the general Membership.

Section 2. Membership Vote. An amendment proposed by the Council Board shall be submitted in writing for consideration at a general membership meeting. It will be voted on for approval/disapproval at the next general membership meeting or appropriate electronic forum.

Section 3. Approval of Amendments. Approval of amendments of the Constitution requires

- a. A majority of all members present at a general membership meeting or appropriate electronic forum
- b. The Installation Commander's approval.

**ARTICLE VIII
PROCEDURE UPON DISSOLUTION**

Section 1. Dissolution. The Chapter can be dissolved by the affirmative vote of a majority of the general membership present at a scheduled meeting without any provision to meet again in the future. The funds of the Chapter, all residual assets and properties (after payment of liabilities) shall be disposed of in a manner consistent with state and local laws. Any residual funds shall be forwarded to the Association. All dispositions shall be for exempt charitable purposes consistent with 26 USC 501(C)3.

Section 2. Notice to dissolve. A notice to dissolve the Chapter shall be forwarded to the Association. The final vote and a letter of dissolution will be forwarded to the Association.

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Documentation that implements and directs dissolution as an entity under Texas state law. Such documentation may include

Minutes of the meeting where the vote was taken to dissolve. (This document must be signed and dated by an officer for unincorporated associations or for corporations that did not file Articles of Dissolution with their state);

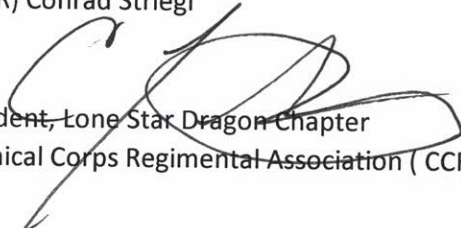
A list of the last directors, trustees or officers, with daytime telephone numbers

For organizations described in section 501(c)(3) only: A statement signed by an officer describing the final distribution of assets

**ARTICLE IX
ADOPTION OF CONSTITUTION**

Adopted by the Chemical Corps Regimental Association, Lone Star Dragon Chapter by resolution and vote on (26 January 2018) at Ft. Hood TX/ Killeen Lone Star Dragon CCRA Social.

LTC (R) Conrad Striegl


President, Lone Star Dragon Chapter
Chemical Corps Regimental Association (CCRA)

SFC(R) Kevin Kruse

Treasure and Board Member at Large
Lone Stat Dragon Chapter, Chemical Corps Regimental Association (CCRA)