



Chapter By-Laws

BY-LAWS OF THE NORTH TEXAS – AUDIE MURPHY CHAPTER

ASSOCIATION OF THE UNITED STATES ARMY

NORTH TEXAS – AUDIE MURPHY CHAPTER

ARTICLE I, TITLE

This organization, chartered under the authority of the Association of the United States Army (AUSA), shall be known as the North Texas – Audie Murphy Chapter.

ARTICLE II, AIMS AND OBJECTIVES

SECTION 1: AIMS. The aims and objectives of the North Texas – Audie Murphy Chapter of the Association of the United States Army shall be wholly educational, literary, scientific; fostering esprit de corps, dissemination of professional knowledge, and the promotion of the efficiency of the Army's components of the Armed Forces and our Country; and by local action to further the aims and objectives of the Association of the United States Army.

SECTION 2: OBJECTIVES. The Chapter will neither propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. This Chapter will support the Constitution of the United States, and the democratic principles upon which this country was founded.

SECTION 3: MISSION. The mission of North Texas – Audie Murphy Chapter of the Association of the U.S. Army is to support the needs of our stakeholders, to include:

- a. Active and Reserve Component Army personnel and their families
- b. Retired Army personnel and their families
- c. North Texas – Audie Murphy Chapter area corporations, local governments, and community groups which seek to support the Army
- d. North Texas – Audie Murphy Chapter citizens who seek to learn more about the Army
- e. Provide support for JROTC, ROTC and youth programs supporting Army Values.



- f. To provide support to local wounded warriors in our area.
- g. To help the local Army Recruiting Command with support to highlight and be the face of the Army to local businesses who want to be part of the Army Partnership for Youth Success (PaYS) program.
- h. To help teach and educate leadership skills to the college level ROTC programs in our area and within the 4th Region of AUSA and other areas within AUSA if needed.

SECTION 4: PROGRAMS. The Chapter will support these stakeholders through targeted programs such as:

- a. Fellowship, informational and networking meetings for members and friends
- b. Regional and national gatherings to seek and provide information
- c. Assistance to recruiting, retention, training, and morale support activities
- d. Informational briefings about the Army for local corporations, governments, and individuals
- e. Specific projects to support the needs of service members, veterans and their families
- f. Provide support for JROTC, ROTC and youth programs supporting Army Values.
- g. Provide support for Army PaYS program.
- h. Provide legislative support for the Army and its veterans at state and national levels.

SECTION 5: GOAL. Chapter members will individually and collectively seek to effectively represent the best traditions and interests of the Army in this region.

ARTICLE III, CHAPTER AREA

SECTION 1: AREA. The area encompassed by North Texas – Audie Murphy Chapter of the Association of the United States Army shall include the geographic area defined by the footprint based on postal (zip) codes as specified by National Headquarters. The current footprint, shown in Appendix 1, includes 114 of Texas’ 254 counties, extending from Texarkana in the East to Loving County in the West, following the Oklahoma border on the North, and in the South following the north edges of the following 4th Region Chapters: • Bradley (El Paso) • Alamo (San Antonio) • Central Texas (Fort Hood) • Texas Capitol • Houston Metroplex.

ARTICLE IV, MEMBERSHIP



SECTION 1: ELGIBILITY AND CLASSES.

Membership in the North Texas – Audie Murphy Chapter of the Association of the United States Army shall be open to all those persons affiliated with or with place of business in the regional area as designated in Article III above, and who subscribe to Article II of these By-Laws.

- a. Types of membership shall include Individual (Life and Family) and Community Partner.
- b. Others may become members by specific request to National Headquarters.
- c. The Chapter may institute honorary memberships, which will not be carried as such on National rolls.
- d. National Partners Companies may be members of this chapter if they accept a Community Partnership application from the chapter, but National Partner member designees will be accepted as members.
- e. Community Partnership members will be affiliated with the Chapter and Community Partnership member designees will be enrolled as Chapter members. The Chapter activities will not seek to deprive individuals of their civil rights.

SECTION 2: TERMS OF MEMBERSHIP.

Membership in the North Texas – Audie Murphy Chapter may remain in force so long as the member maintains current status by payment of dues and meets such additional requirements of this Chapter, as may be established by the officers and members of the North Texas – Audie Murphy Chapter and approved by National and conduct does not bring discredit on the Chapter, AUSA or the U.S. Army .

ARTICLE V, OFFICERS, ADVISORS AND COMMITTEES

SECTION 1: OFFICERS.

The officers of the North Texas – Audie Murphy Chapter (North Texas – Audie Murphy Chapter) shall consist of a President, an Immediate Past President, a First Vice President (aka President Elect); Vice Presidents for Individual Membership, for Community Partnership Memberships, for Programs, a Secretary and a Treasurer. The President and First Vice President will be elected by the membership. Members of the Regular military service, or National Guard or Reserve personnel on extended active duty, may not hold an elected office, except for the Secretary and/or Treasurer with the advice and consent of their Ethics Counselor before consenting to serve

SECTION 2: EXECUTIVE COMMITTEE.



The Executive Committee (EXCO) shall consist of the President, First Vice President, the Vice Presidents, the Secretary, the Treasurer, any appointed officer into a position that the Chapter President has determined is required and the Immediate Past President. This Committee shall have the power to act in the Chapter's name in situations requiring decisions before the next scheduled chapter meeting and will meet at the call of the President.

SECTION 3: *Board of Directors.*

There shall be *a Board of Directors* comprised of representatives of the major Army stakeholders in the North Texas – Audie Murphy Chapter region as reviewed and determined annually by the Executive Committee. The Chairman shall be appointed by the President with advice and consent of the EXCO. These Council members may include but may not be limited to the following: a. Chairman b. Spouse Activities c. Recruiting Command Liaisons d. Reserve Component Unit and Association Liaison e. ROTC Liaison f. JROTC Liaisons g. Liaison with West Point Society and Military Officers of America Associations h. Military Order of the World Wars Liaison i. AUSA Resolution Liaison j. North Texas – Audie Murphy Chapter Leadership Program Director.

SECTION 4: STATUS AND POWERS.

The officers enumerated above shall be the governing body of the North Texas – Audie Murphy Chapter (North Texas – Audie Murphy Chapter). They shall govern in accordance with the By-Laws of the Association of the United States Army and the By-Laws of North Texas – Audie Murphy Chapter.

SECTION 5: TERMS OF OFFICE AND SUCCESSION.

a. All officers elected shall serve for a period of two years. Advisory Council members will also serve for two years. The membership shall be presented with candidates for the offices during April to the Nominating Committee and voted for the slate during the months of May and June, and the new officers will assume their duties on 1 July.

1. The Chapter will use an electronic voting system for Chapter officers. The Chapter President shall appoint a Nomination committee.
2. The following individuals will be appointed to the Nominating Committee: Chapter Secretary and two members of the executive committee that are either elected officers or appointed by the chapter president.
3. Anyone interested in becoming a Chapter Officer shall contact the Chapter Secretary (and also submit a Bio) to NTAM@ausa.org :
4. The Nomination Committee shall send out the first of three emails to the general membership of the chapter seeking nominations for chapter officer position(s). Those emails must have a cutoff date of 2nd Friday of May at 5:00 pm Central Time. Those who want to nominate themselves for any position are strongly recommended to submit a



word document that allow the candidates an opportunity to address the members on their position, vision, or goals. The Nominating Committee will communicate with Chapter members every 15 days leading up to the election so as to update them on candidates who have filed for each office and to also serve as a reminder of the election which will be held on the specific date. Also, the Nominating Committee will post on the Chapter's website that the same information that the chapter is seeking nominations for chapter officer position(s).

5. The Nomination Committee will verify all candidates to insure they are current members of AUSA and the chapter
6. There will be a separate ballot for each office– these are separate offices, elected separately and NOT as a “ticket” or “team”.
7. In the event there is only one candidate for each office then the Chairman of the Nominating Committee will submit a single name per office to National.
8. The Nomination Committee will notify the Chapter President and AUSA National of the nomination of all Chapter Officers No Later Than 7 days after the cutoff date by 5:00 pm Central Time. The call for candidates will inform the members of the intent to conduct the vote electronically and how the ballots will be counted
9. AUSA National will provide a software application and means of counting ballots which are secure and reliable and can stand the test of permitting only those entitled to vote a single vote. They will administer the election voting request via any entity they choose and use the current National email system to administer the election to our chapter members. National will submit any candidate's nomination documents to all chapter members on their position, vision or goals.
10. National shall send out the two emails to the general membership of the chapter seeking their vote. A single postcard mailing will be sent out in May to all members who do not have an email address. The postcard will alert them to the ability to get a new email address updated to National along with an updated telephone number.
11. The Nominating Committee will post the election information and ballot on the Chapter's website starting when the first email is sent from AUSA National opening the voting and providing the ballot. Then the election information will be removed from the website when the election is closed.
12. Voting will end on the second Friday in June by 5:00 pm Central time. The cut off day for voting will be before the scheduled Annual Chapter meeting in June.
13. National will present the results to both the Nomination committee and the current Chapter President prior to the Annual Chapter meeting. National will notify the membership of the election and candidates via email and the steps for casting the ballot.
14. Notify the membership of the election and candidates via email and the steps for casting the ballot and that any challenges must be received NLT 5 calendar days after announcement of the results by midnight Central Time on the 5th day.



15. In the event the election is contested within the period announced in the ballot, the individual contesting the election must provide evidence that the procedures were not followed, or the results were compromised. The Region President will rule on the validity of the challenge. Challenges made after the date announced are automatically invalid and the results stand.
 16. The Chapter Secretary will provide the final election results to chapter members by email and by posting on the Chapter's website once election results are processed by National.
- b. Should any elected official, except for the First Vice President (President Elect), fail to complete their terms of office for any reason, the President is empowered, with the advice and consent of the Executive Committee, to appoint a replacement for the duration of the vacated term of office. Should the First Vice President (President Elect) fail to complete his/her term of office, no appointment will be made and the nomination for a President for the following administrative year will be placed on the ballot for election at the annual General Membership Meeting in June.
 - c. Should the President fail to complete his/her term of office, the First Vice President (President Elect) shall assume his/her duties. Should the First Vice President (President Elect) position be vacant for any reason, a special election shall be held at the next General Membership Meeting to fill the position until the next slate of officers is selected in June. In the interim, the Past President shall fill in as President until the special election is held. Should the Past president be not available, the Chapter Secretary will assume the office.

SECTION 6: DUTIES OF OFFICERS

- a. President: The President shall be the chief executive officer of the North Texas - Audie Murphy Chapter and will preside at all meetings, councils, and other advisory bodies to serve the interest of the Chapter. During the President's absence, the President Elect shall perform those duties.
- b. First Vice President (President Elect): The First Vice President (President Elect) shall perform duties defined by the President, shall act for the President whenever the latter is absent or unable to serve, and will be responsible for the development of the Chapter Plan to be implemented the following chapter year. The incumbent will assume duties of President at the end of his/her term as First Vice President (President Elect).
- c. Vice Presidents. The several Vice Presidents shall perform duties, as defined by the President, within the implied scope of their respective titles. The order of precedence, in the absence of both the President and President Elect shall be as listed in Section 1 of this article.
- d. Secretary. The Secretary shall be responsible for recording the minutes of the Chapter meetings and the meetings of the Executive Committee. The Secretary shall keep the record of the membership of the Chapter and shall conduct and maintain a complete record of Chapter



correspondence. In the absence of a Social Media director or Vice President, The Secretary shall be the administrator of all social media updates, emails, website, Calendar and public notifications from the chapter. The Secretary shall perform such other duties as may be prescribed by the President.

e. Treasurer. The Treasurer shall receive and account for all monies paid into or out of the Chapter Fund. The Treasurer shall establish and operate a system of accounts for the Chapter and shall render reports monthly to the President. The Treasurer will include checking and savings accounts in all reports. The Treasurer will develop an annual budget that will be reviewed and approved by the EXCO within 60 days of taking over the office. Maintenance of relations with banks and other financial institutions. Preparation of written procedures governing financial administration for approval by the EXCO, or as required by AUSA National. The Treasurer will submit to the Treasurer at National Headquarters financial reports on forms supplied by National Headquarters covering the Operating Year from July 1 to June 30. Date of submission will be as indicated by the National Treasurer.

f. A list of all officer's positions and their responsibility was part of Attachment A to the by-laws.

SECTION 7: APPOINTED POSITIONS. The following positions shall be appointed annually by the President with the advice and consent of the Executive Committee. Incumbents will serve the same term as the appointing officer:

- a. Board of Director members
- b. Chaplain.
- c. Executive Committee members

Their duties, where otherwise not prescribed by these By-Laws, shall be within the implied scope of their titles, as modified by the President. Other positions may be filled by appointment as required, with incumbents to serve for the period of the appointing officer.

SECTION 8: COMMITTEES. Any elected officer may recommend, for appointment by the President, committee chairpersons as may be needed to further the mission of the Chapter. All appointed committees automatically are dissolved at the end of the term of the President, unless specifically extended at a meeting of the EXCO. They may be dissolved at any other time by the President. Creation and dissolving of any committee should be made a matter of record in the minutes of the first Executive Committee meeting thereafter.

ARTICLE VI, FINANCIAL CONTROLS

The Chapter derives its legal existence from the charter for the Association of the U.S. Army, incorporated in the District of Columbia on 5 July 1950, and operating as an educational



organization exempt from Federal income taxation under the terms of Section 501 C (3) of the Internal Revenue Code. Financial administration will be conducted in accordance with the written procedures approved by the Executive Committee to ensure compliance with AUSA National guidance and AR 210-22. The Federal Government will not have any liability for the Chapter's actions or debts. Public and Association Professional liability insurance coverage for the Chapter and its officers is provided by AUSA National for permitted activities of the chapters. The chapter will not incur debts beyond its financial capacity to make payments when due. The Chapter will meet all required Federal, State and jurisdictional laws. Chapter members are not liable for debts of, or claims against, the Chapter. The Chapter and all Chapter members must comply with the published Chapter Travel and Expense policy when incurring expenses against the Chapter and submitting expense receipts as verified to the Treasurer within 30 days of the incurred expense. The chapter's travel and expense policy are Attachment B.

Proposals by chapter President to expend Chapter funds more than \$300 need a review and discussion of the activity to the EXCO for review and either approval or disapproval. The President has the authority to obligate and approve of expenditures of less than \$300 without prior review and approval by the EXCO. At the next chapter EXCO meeting, an update of expenses will be issued to EXCO and receipts for reimbursements will be issued to the treasurer. Expenditures and any contracts that obligate the Chapter more than \$1000 will be approved by EXCO.

Expenses to be paid out to commercial restaurant, golf courses and event locations more than \$1000 will strongly require that venue to become a 2 person – one-year AUSA Community Partner. Expenses below \$1,000 will be strongly require becoming an AUSA individual membership.

ARTICLE VII, MEETINGS

SECTION 1: ANNUAL MEETING. An annual chapter meeting of the general membership shall be held in the month of June. A specific agenda item for this meeting will be the notification of election of Chapter Officers. Nomination for elected officers shall occur in April/May via electronic email notification. The elected officers will begin their duties in the month of July of the same year.

SECTION 2: To the extent possible, there shall be at least one meeting of the general membership in each of the remaining calendar quarters.

SECTION 3: Special meetings of the general membership may be called by the President with the approval of the EXCO.

SECTION 4: QUORUM. Fifty percent of the active EXCO members or appointed board members shall constitute a quorum for the conduct of business at chapter EXCO or Board meeting or thru chapter electronic communications to EXCO and Board members.



SECTION 5: VIRTUAL MEETING. The Chapter President has the authority to authorize virtual meetings for all chapter voting and informational events. Those events can include quarterly membership meetings and our Annual Membership meeting in June.

ARTICLE VIII, AMENDMENTS

These By-Laws may be amended at any General Membership meeting by a majority of those present and voting, provided advance notice of fifteen days or more of such proposed amendment has been given, and provided further, that such change must be approved by the National Association.

ARTICLE X, TERMINATION OF CHAPTER OFFICERS

If the EXCO deem that the current chapter President or other chapter officers needs to be removed from office, the following procedure will be followed for elected officers. Senior members of the chapter may approach elected officers where cause for removal necessitates action. The subject officer should be given the opportunity to respond to any complaints or observations, and where insufficient response is given may be asked to voluntarily remove themselves from office. Succession will be as directed by the chapter bylaws.

When an elected officer refuses voluntary relief from service, the matter will be referred to the EXCO who will meet specifically to resolve the issue. The senior member of the EXCO will preside over a hearing of any allegations. If the defending officer is a member of the EXCO, that officer will be excluded from participating as a member of the hearing committee. The EXCO will then vote and act as directed by a two-thirds majority vote of the committee. The defending officer may appeal the EXCOM decision to the Region President for a final determination.

If the Chapter President is removed, the Past Chapter President will take over as acting President until the next General Election in June will occur. If the past Chapter President is not available to take over then the First Vice President will assume the position. If the First Vice President is not available to take over then the Chapter Secretary will assume the position. Chapter officers that are removed other than Chapter president, will have an appointed replacement designated by the Chapter President.

ARTICLE XI, DISSOLUTION

If this Chapter shall cease to exist for any reason, all assets remaining after all obligations have been satisfied will be transferred to National Headquarters.

ARTICLE XII, ADOPTION and APPROVAL



These By-Laws were adopted by the chapter membership on 11 June 2026. Next by-law update is due in 2030.



Richard Kaniss

North Texas- Audie Murphy Chapter

Chapter President

Approved at National Headquarters on _____.

_____ (For the Board of Directors)

CSM Troy J. Welch, U.S. Army Retired

Director, Membership

Association of the United States Army



Attachment A

Job definitions of Chapter Officer Positions and Responsibilities

- a. **President:** The President shall be the chief executive officer of the North Texas - Audie Murphy Chapter and will preside at all meetings, councils, and other advisory bodies to serve the interest of the Chapter. During the President's absence, the First Vice-President shall perform these duties.

- b. **First Vice-President (President Elect or Immediate Past-President, see above):** The First Vice President shall perform duties defined by the President, shall act for the President whenever the latter is absent or unable to serve, and will be responsible for the development of the Chapter Plan to be implemented the following chapter year.

- c. **Vice Presidents.** Vice Presidents shall perform duties, as defined by the President, within the implied scope of their respective titles. The order of succession, in the absence of both the President and First Vice-President shall be as listed in Section 1 of this article.

- d. **Secretary.** The Secretary shall be responsible for recording the minutes of the Chapter meetings and the meetings of the Executive Committee. He/She shall keep the record of the membership of the Chapter and shall conduct and maintain a complete record of Chapter correspondence. He/She shall perform such other duties as may be prescribed by the President.

- e. **Treasurer.** The Treasurer shall receive and account for all monies paid into or out of the Chapter Fund. He/She shall establish and operate a system of accounts for the Chapter and shall render reports monthly to the President. He/She will include checking and savings accounts in all reports. The Treasurer will develop an annual budget that will be reviewed and approved by the EXCO within 60 days of taking over the office. Maintenance of relations with banks and other institutions. Preparation of written procedures governing financial administration for approval by the EXCO, or as required by AUSA National. The Treasurer will submit to the Treasurer at National Headquarters financial reports on forms supplied by National Headquarters covering the Operating Year from July 1 to June 30. Date of submission will be as indicated by the National Treasurer.

ADVISORS/LIAISONS. Liaisons may be appointed by the various Military focused organizations and commanders of military units and agency directors in the North Texas - Audie Murphy Chapter area, to both represent their organizations and command's interests in discussions of mutual interest and provide for the necessary exchange of information and



coordination of supported events between the Chapter and said organizations/units/agencies. These liaisons attend all the monthly EXCO meeting and quarterly general membership meetings of the chapter and at such other times as the President may call, consistent with their duties. These Advisors/Liaisons are a non-governing entity and must reclude themselves from voting on the Chapter's matters of business.

OTHER APPOINTED POSITIONS. The following positions shall be appointed annually by the President with the advice and consent of the Executive Committee. Incumbents will serve the same term as the appointing officer: A Chaplain and a Judge Advocate. Their duties where otherwise not prescribed in these By -Laws, shall be within the implied scope of their titles, as modified by the President. Other positions may be filled by appointment as required, with incumbents to serve for the period of the appointing officer. These Appointed Officers are a non-governing entity and must reclude themselves from voting on the Chapter's matters of business.

SECTION 10. COMMITTEES. Any elected officer may recommend, for appointment by the President, committee chairpersons as may be needed to further the mission of the Chapter. All appointed committees automatically are dissolved at the end of the term of the President, unless specifically extended at a meeting of the Executive Committee. They may be dissolved at any other time by the President. Creation and dissolving of any committee should be made a matter of record in the minutes of the first Executive Committee meeting thereafter.



Attachment B

AUSA North Texas – Audie Murphy Chapter Travel and Expense Policy

1. Policy

It is the policy of Chapter to reimburse all members for all reasonable and normal expenses incurred while engaged in Chapter business. Reimbursement is made based on properly completed and approved expense reports, which must include original copies of credit card charges/receipts. Information indicating the purpose of the expense is necessary for all expenses, including those submitted for reimbursement. This policy applies to all Chapter members who are issued Chapter credit cards for payment of business-related expenses and all Chapter members who use their personal credit cards for Chapter approved travel.

2. Purpose

The purpose of the policy is to educate Chapter members on proper use of the Chapter credit card issued in their name and the travel policies of the North Texas – Audie Murphy chapter.

3. Definitions

Corporate Credit Card – this is the Visa card issued to specific employees through the current bank.

4. Responsibilities

Some Chapter members are issued a corporate credit card and are required to use the card for chapter business purposes only.

5. Procedure

Chapter members who are issued a corporate credit card are expected to use the credit card while conducting standard, approved Chapter business transactions. Expense reports must be submitted regularly and shall include original corporate credit card receipt backup. If more than one Chapter member with a Chapter issued credit card is part of a meal or entertainment expense, then the senior officer of the Chapter will use their credit card.

Expenses for travel are to be submitted using the travel request form. These expenses must be submitted to the Chapter President or Treasurer within 10 days of the return from the event or use of the credit card.

Reimbursement by Chapter will follow the monthly accounting process of the treasurer. All reimbursement checks will be mailed to the Chapter members' home address.



Chapter members are not permitted to use the Chapter card for personal expenses and purchases not directly related to the conduct of Chapter business.

Chapter members found to be using the Chapter card for unauthorized and/or personal expenses will be subject to disciplinary action, up to and including termination from the Chapter. Chapter members who use the Chapter credit card for personal use will reimburse the chapter for the full amount within 30 days of the charge.

Failure to comply with and/or enforce this policy will result in disciplinary action by the Chapter executive board.

This policy is the property of North Texas – Audie Murphy Chapter of the Association of United States Army. It may be altered or deleted only with the permission of the Chapter Executive Committee.

6. Vehicle Policy

The Chapter policy for use of privately-owned vehicles will be paid for the actual gasoline used for the trip. Chapter members must use the expense sheet provided by the Chapter to track the events to and from their home. Chapter members will use this policy for short travel trips in and around the Dallas Ft Worth area.

Extended automobile travel to locations outside of a 50-mile radius of the City of Dallas or the members home address will be paid for the actual gasoline used for the trip. Receipts for the gasoline are required to be submitted.

7. Meals

Chapter members must retain receipts for any meals used on chapter business that exceed \$10. If meals are purchased for multiple people on the same credit card, the receipt showing all the individual meals bought plus the receipt with the tip on it must be submitted. Current AUSA National policy is to fund the cost of Chapter Presidents to attend the National Convention. For those expenses incurred to attend the National Convention, the chapter president will use their personal credit cards for travel and expenses and have National reimburse for those expense directly.

The meal allocation is listed below:

- A. Breakfast - \$10 per Meal - \$20 in Washington DC and surrounding area.
- B. Lunch - \$20 per meal - \$40 in Washington, DC and surrounding area.



C. Dinner - \$40 per meal - \$75 in Washington, DC and surrounding area.

8. Alcohol

The reimbursement for alcoholic beverages is not allowed.

9. Entertainment

Entertainment of Chapter members and business guests is authorized with permission from the Chapter President, First Vice President or Treasurer prior to the event. The purchase and reimbursement of alcoholic beverage is allowed for social engagements. Prudent use of alcohol is required by each Chapter member at the event. At the national convention, one evening meal can be hosted by the Chapter with alcoholic beverages will be provided one time over the course of the national convention or the a limited amount of alcohol can be supplied at the end of the Wednesday morning Regional Breakfast as a celebration of the 4th Region accomplishments for the year.. The senior officer of the Chapter with a Chapter issued credit card will pay for the event.

10. Hotels

Chapter members going to the national convention will be required to use the chapter approved hotel. The cost of the hotel room plus taxes and fee will be reimbursed back to the member. Incidentals like movies, room service; mini bar fees will not be reimbursed and are the responsibility of the individual member.

11. Rental Cars/Taxi Service/Rail Service/Metro Service

Rental cars are permitted in traveling for Chapter business upon approval by Chapter President, 1st Vice President or Treasurer. The smallest vehicle allowed to perform the transportation of the Chapter member is required. The use of Taxi services, Rail services and the Washington DC Metro is authorized. The use of the Washington DC Metro services is the preferred method to travel to and from the national convention and the Chapter hotel.

12. Airline Tickets

Chapter members must search for the lowest airline fees for their travel. Airline travel is allowed with approval by the Chapter President, 1st Vice President or Treasurer. Coach class tickets are required. It is the intent of chapter members to purchase their tickets 30 days or longer to the



event to insure the best possible pricing to the chapter. Copies of the airline receipt with the dollar amount are required to be submitted.

13. Receipts

The Chapter requires actual copies of all receipts over \$10. If the original receipt is lost, then a copy of a credit card statement with a signed letter explaining the loss of the original receipt must be submitted by the chapter member. Cash receipts over \$10 that are lost require the same letter of explanation that the original receipt has been lost and the dollar amount of the charge.