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**THE  
SERGEANT DIXIE  
CLUB**

**ALABAMA STATE  
DEFENSE FORCE**

**Headquarters  
Alabama State Defense Force  
Ft. Taylor Hardin  
1600 Northeast Blvd  
Montgomery, Al 36109  
01 June 2006**

## **The Sergeant Dixie Club**

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**Summary.** This policy sets forth the guidance for “The Sergeant Dixie Club” for members of the Alabama State Defense Force and other individuals.

**Applicability.** This policy applies to all components, elements, detachments, units and personnel of the Alabama State Defense Force.

**Supplementation.** Supplementation of this policy and establishment of command and local policies for “The Sergeant Dixie Club” are prohibited without prior written approval from the CSM, ALSDF.

**Suggested Improvements.** Suggested improvements, which may be considered for this policy, should be forwarded in writing to the proponent agency of this policy, the Office of the CSM, ALSDF, Ft. Taylor Hardin 1600 Northeast Blvd, Montgomery, Al.

### **Chapters.**

1. Purpose
  2. Glossary
  3. Explanation of Abbreviations and Terms
  4. Responsibilities
  5. General
  6. Eligibility Criteria for the Sergeant Dixie Club
  7. Selection Process for Sergeant Dixie Club Membership
  8. Honorary Membership
  9. Removal From the Sergeant Dixie Club
  10. Appeals Process
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## Appendix

- Appendix A - The Sergeant Dixie Story
- Appendix B - The Sergeant Dixie Club Constitution
- Appendix C - The Sergeant Dixie Club By-Laws
- Appendix D - Memorandum of Introduction of Sergeant Dixie Club Members
- Appendix E - Using Sergeant Dixie Club Members
- Appendix F - Sergeant Dixie Club First Sergeant Nomination and Performance Evaluation Packet
- Appendix G - Sample Biography
- Appendix H - Sergeant Dixie Club Selection Board Score Sheet
- Appendix I - Sergeant Dixie Club Selection Board Nomination Worksheet
- Appendix J - Sergeant Dixie Club Officer
- Appendix K - Civilian Honorary Membership Nomination
- Appendix L - Sergeant Dixie Club Selection Board Civilian Honorary Nomination Worksheet
- Appendix M - Sergeant Dixie Club Selection Board Appointment
- Appendix N - Sergeant Dixie Club Glossary

## **SERGEANT DIXIE CLUB CREST:**

**The crest depicts the patch of the Alabama State Defense Force surrounded by the rank of Corporal through Sergeant First Class and four stars. The ranks Corporal through Sergeant First Class are the base of the club. The blue star represents the ASDF and the three gold stars represent the Loyalty, Discipline, and Professionalism of an NCO. The initials “SDC” stands for the “Sergeant Dixie Club”, and are separated by a lightning bolt, which represents the swift and decisive action taken by the NCO and the laurel, which represent the individual achievement of the NCOs in the club. The rifle indicates the ASDF mission as an Infantry unit and the sword is a historical reference, dating back to beginning of time. It is a tool for the NCO to cut to the heart of the matter, to lead the way.**

## Glossary

### 1. PURPOSE:

This policy establishes procedures for administering the ASDF "Sergeant Dixie Club" (SDC) program.

### 2. GLOSSARY:

Appendix A lists glossary.

### 3. EXPLANATION OF ABBREVIATIONS AND TERMS:

The glossary defines abbreviations and terms.

### 4. RESPONSIBILITIES

a. The Command Sergeant Major (CSM), ASDF, has primary responsibility for the SDC program. Appendix A provides the Sergeant Dixie Story. The ASDF CSM will:

- (1) Purchase and issue SDC medallions.
- (2) Prepare SDC membership certificates and membership cards.

b. The ASDF NCO Corps will exercise staff responsibility for the ASDF SDC Program.

c. CSM's of ASDF major subordinate commands will:

(1) Promote the SDC program as an important part of noncommissioned officer (NCO) professional development.

(2) Ensure assigned and attached NCOs are aware of the SDC program and how to compete for selection.

(3) Ensure that personal information obtained through the SDC program is not disclosed. Personal information pertaining to nominees is For Official Use Only and will not be disclosed outside ASDF channels without the nominee's written consent.

(4) Use available publicity (hometown news releases, ASDF newsletter and web site, other media) to give maximum recognition to SDC members. Appendix E provides guidance on using SDC members.

d. The CSM, ASDF, has authority to delegate final-selection authority to Brigade CSM's.

e. CSMs of Commands with final-selection authority (Brigade CSM's) will

(1) Exercise overall selection authority for membership in the SDC.

(2) Present an ASDF Commendation Ribbon to new SDC members who complete the four-phase selection process.

(3) Formally induct new members into the SDC during an appropriate ceremony. The unit's senior NCO or designee

(a) Introduce new members during the ceremony.

(b) Present new members with Certificate, I.D. Card and medallion.

(c) Present new honorary members with Certificate, I.D. Card, and medallion.

## 5. GENERAL

a. SDC members exemplify a special kind of leadership characterized by a personal concern for the needs, training, development, and welfare of Soldiers. SDC membership recognizes and rewards distinguished NCOs

(1) Whose leadership achievements merit special recognition.

(2) Who have contributed significantly to developing a professional NCO Corps and an effective ASDF.

b. Candidates will compete for SDC selection in their command as determined by their CSM. Candidates whose duty location is closer to a different final-selection authority than their assigned headquarters may compete for SDC selection in the geographic location of the closer command headquarters when the CSMs of both headquarters agree.

## 6. ELIGIBILITY CRITERIA FOR THE SERGEANT DIXIE CLUB:

To be eligible to compete for SDC selection, NCOs must

a. Be in the grade of corporal through sergeant first class for "Gold Level".

b. Be in the grade of First Sergeant through Command Sergeants Major for "Silver Level".

b. Be assigned or attached to a ASDF unit.

c. Mentor at least two Soldiers. This requirement may be waived by the first CSM in the NCO support chain.

d. Be mature and share the values of their profession and their unit.

e. Exercise sound leadership principles.

f. Display examples of professional ASDF ethics.

g. Strengthen and develop the ASDF Values in Soldiers.

## 7. SELECTION PROCESS FOR SERGEANT DIXIE CLUB MEMBERSHIP

a. Selection Process. All NCOs who want to be considered for SDC membership, regardless of their unit of assignment, must pass the four-phase selection process. These phases are as follows:

(1) Phase 1: Nomination by the NCO's first sergeant (1SG). 1SGs will nominate NCOs using the SDC 1SG nomination and performance evaluation packet in appendix F. In addition, 1SGs will include a biography of the recommended NCO with the packet.

(2) Phase 2: Initial-selection board at battalion level or equivalent.

(3) Phase 3: Intermediate-selection board at brigade level or equivalent.

(4) Phase 4: Final-selection board at the designated nominative ASDF level.

**NOTE:** Exceptions to established board procedures require approval by the CSM, ASDF.

b. Selection Boards.

(1) Selection board members will be the appropriate Senior NCOs at each board level as determined by the selection authority:

(a) The president of each selection board must be in the grade of CSM or SGM.

(b) The selection authority may elect to have one current SDC member sit on the board as a voting member, however, that NCO must be equal or higher in grade than the candidates appearing before the board.

(2) Selection boards

(a) Will convene only once each year to select new SDC members.

(b) Will use the SDC Selection Board score sheet (app H) and complete the SDC Selection Board nomination worksheet (app I).

(c) Will not select nominees who do not meet membership criteria (para 6).

(d) Will not establish membership quotas for the SDC.

c. Selection Progression.

(1) Nominees must be able to recite the NCO Creed when appearing before the selection boards (phases 2 through 4). The president of the selection board may choose to have the nominee recite the creed in another forum, such as to two active SDC members or the appropriate senior NCO immediately before the selection board.

(2) Selection authorities should consider conducting an in-ranks inspection either immediately before or during the selection board with all nominees wearing the authorized headgear. Unsatisfactory performance in either reciting the NCO Creed or the in-ranks inspection is grounds for dismissal from appearance before the selection board.

(3) A unanimous decision by the board members is required for an NCO to continue on to the next level and ultimately be selected for induction into the SDC.

(4) Nominees who do not pass a board must start the four-phase selection process over in a new quarter. For example, if an NCO passes the initial- and intermediate-selection boards but is not recommended at the final-selection board, he or she must be nominated by his or her 1SG and appear before the phase 1 and 2 boards again.

(5) Once a nominee has been inducted into the SDC at any level, they are no longer eligible to be nominated again, under any circumstances.

## 8. HONORARY MEMBERSHIP

Honorary membership may be extended to Officers and civilians who meet the membership criteria in paragraph 6, but who normally would not be eligible to compete. Careful evaluation must be taken by the approving authority to ensure that the spirit and intent of the SDC program is preserved before granting honorary membership.

a. Officers and civilians who meet the membership criteria in paragraph 6, but who normally would not be eligible to compete, may be recommended for Bronze Level membership.

(1) Officers and Civilians recommended for honorary Bronze membership will not complete the four-phase selection process. Nominations will be prepared in the format in appendix J. Nominations will be presented to the initial-, intermediate-, and final-selection boards. Selection boards will use the nomination worksheet in appendix K to recommend officers and civilians for honorary Bronze membership.

b. Honorary members will

(1) Be inducted into the SDC and invited to participate in all SDC activities.

(2) Receive only an SDC Certificate of Honorary Membership, an SDC honorary membership card, SDC medallion and ASDF Commendation Ribbon.

**NOTE: Honorary civilian members will not receive an ASDF Commendation Ribbon.**

## 9. REMOVAL FROM THE SERGEANT DIXIE CLUB

a. Once selected for induction into the SDC, members must remain in good order and standing. Any member who receive one of the following will automatically be recommended for removal from the SDC program:

(1) Adverse administrative action for misconduct (for example, driving under the influence (DUI), sexual misconduct).

(2) Violation of ASDF Regulations or Policies.

(3) Relief-for-cause noncommissioned officer report.

(4) Conduct unbecoming a member of the Alabama State Defense Force.

b. Requests for removal from the SDC program must be processed through the initial, intermediate and final-selection authorities (para 7). These requests should be processed in a timely manner.

c. The final-selection authority will approve or disapprove requests by memorandum and forward the memorandum to the unit, the NCO involved, and the CSM, ASDF.

d. When an SDC member or honorary member is removed from the SDC program, the individual's SDC Certificate of Membership, membership card, and medallion must be returned to the phase 1 selection-board authority. The phase 1 selection-board authority will forward these items to the CSM, ASDF.

## 10. APPEALS PROCESS

a. The CSM, ASDF, is the approval authority for all appeals.

b. Appeals must be submitted in time to reach the approval authority within 7 calendar days after the date of the removal memorandum.

## **APPENDIX A THE SERGEANT DIXIE STORY**

Sergeant Dixie was a squad leader for 3 years in an Infantry battalion of the Alabama State Defense Force. He was the proverbial “98-pound weakling” and had not completed high school—only the GED program. Despite his physical limitations, lack of formal education, and minority-group status, he strove for and achieved the highest caliber of leadership. Sergeant Dixie began his drill day by coming in early, to be there before his Troops. They participated together in classes and work details as well as unit training and deployments. Sergeant Dixie pitched right in with the disliked drudgery-type details. He led by example, particularly when it meant getting his hands dirty. Before joining the ASDF, Sergeant Dixie had some experience as a barber. At the end of the month, when money was scarce in his squad, he arranged for his Soldiers’ hair to be cut. He kept a pocket notebook with one page for each member of his squad devoted to personal data: background, education, family, problems, and so on. At least once a month, everyone in the squad and their spouses got together, socialized, and discussed problems at his house. During his 3-year tenure, no one in his squad went quit the SDF, which he attributed to knowing his Soldiers, keeping them informed, and watching out for their interests. His squad consistently placed first in company training tests. All of Sergeant Dixie’s accomplishments were achieved despite the fact that his squad received misfits from other units for rehabilitation. While in the battalion, Sergeant Dixie completed high school and the equivalent of 2 years of college. Sergeant Dixie had a lot in his favor but no special advantages. He just worked at his job to the best of his ability. Sergeant Dixie was an exemplary leader in whom his Soldiers believed.

APPENDIX B  
THE SERGEANT DIXIE CLUB CONSITUTION

**CONSTITUTION**

**Sergeant Dixie Club**

**ARTICLE I**

**NAME AND PURPOSE**

**Section 1-1. Name.** The name of this organization will be the Sergeant Dixie Club.

**Section 1-2. Purpose.** The purpose of the Sergeant Dixie Club is to promote recognition of the NCO who, as a leader, consistently demonstrated the highest qualities of leadership, professionalism and regard for the welfare of his soldiers. The Sergeant Dixie Club is an elite organization of NCOs whose demonstrated performance and inherent leadership qualities and abilities are characterized by those of the NCO Corps.

**ARTICLE II**

**GENERAL PROVISIONS**

**Section 2-1. Authority.** The Sergeant Dixie Club is established as a Private Organization (PO), and exists in the Alabama State Defense Force by the express consent of the ASDF Commander. This consent is contingent upon compliance with the requirements and consideration of all ASDF regulations and applicable State and local laws. The Sergeant Dixie Club will operate as a private organization, by individuals within the scope of their official capacity as ASDF members.

**Section 2-2. Support from the United States Government or the state of Alabama.** The Sergeant Dixie Club is not an instrument of the United States Government or the state of Alabama and must be self-sustaining and may not receive financial or other assistance from the Alabama State Defense Force or the state of Alabama. No seal, insignia, or other identifying device of the state or other military department or service may be utilized, unless written permission to utilize the symbol or insignia is received from the Governor. The Sergeant Dixie Club may receive limited support from the ASDF for support of events sponsored. The ASDF Commander or his/her designated representative will approve this support in writing.

**Section 2-3. Equal Opportunity.** The Sergeant Dixie Club fully supports policies on equal opportunity and will not discriminate on the basis of race, color, religion, national origin, or sex; nor will it support or associate with persons or organizations, which do. All activities conducted by the Sergeant Dixie Club will not prejudice or discredit the ASDF nor any other agency or official of the state of Alabama.

**ARTICLE III**

**MEMBERSHIP**

**Section 3-1. Membership.** Alabama State Defense Force NCOs in the ranks of Corporal through Sergeant First Class are eligible to become Gold Level members. Alabama State Defense Force NCOs in the ranks of First Sergeant through Command Sergeant Major are eligible to become Silver Level members. Honorary membership may be extended to selected officers and civilians who fit the image of a SDC member but would normally not be allowed to compete.

**Section 3-2. Dues.** Membership fees of \$5.00 a year will be assessed for members.

**Section 3-3. Liability.** All members shall be personally liable for all outstanding debts and liabilities if the assets of the Sergeant Dixie Club are insufficient to discharge such debts and liabilities.

**Section 3-4. Knowledge of Constitution and By-laws.** All members of the Sergeant Dixie Club will be required to read this constitution and by-laws as a condition of membership.

## **ARTICLE IV MEETINGS**

### **Section 4-1. Meetings.**

**Section 4-1-1. Annual Meetings.** An annual meeting shall be held for the election of officers during the month of June, provided there is a quorum of members present. In the event a quorum is not present, a special meeting will be scheduled within 30 days from the date of elections; if a quorum is then not present, it will be presumed that there is lack of interest in the organization by its members and the organization may be subject to dissolution.

**Section 4-1-2. Special Meetings.** Special meetings may be called, as required, by the President with the Secretary sending out notices at least two week in advance of said meeting. Notices shall state the reason for the meeting, the business to be transacted, and who called the meeting.

**Section 4-1-3. Executive Meetings.** The Executive Committee and special sub-committees may meet in executive sessions to plan and organize activities for the Sergeant Dixie Club. All such meetings with a synopsis of the business conducted will be reported at the next Regular or Special Meeting.

**Section 4-2. Minutes.** For every membership meeting held, the Secretary will prepare a set of minutes outlining the events that transpired at the meeting. The minutes will be reviewed by the President and signed by both the President and the Secretary. A copy of the minutes will be provided to the ASDF Commander, Deputy Commanders, CofS, each Brigade Commander and Command Sergeant Majors, and to any member who desires a copy.

**Section 4-3. Quorum.** A quorum shall be considered 25% of the general membership and at least one officer of the Sergeant Dixie Club also, or with 3 of the 4 officers and 10% of the members. A quorum for an annual meeting shall be considered 25% of the general membership and at least 2 of the 4 officers.

## **ARTICLE V FINANCE**

**Section 5-1. Self-Sustaining.** The Sergeant Dixie Club is considered to be a self-sustaining non-federal entity and its income will be attained primarily through contributions, and fundraisers.

### **Section 5-2. Fundraising.**

**Section 5-2-1. General.** The Sergeant Dixie Club is authorized to conduct any type of fundraising held on or advertised approved at Regular or Special Meeting. The ASDF Commander must approve all fundraising activities held.

**Section 5-2-2. Approval.** A Typewritten request for permission to conduct a fundraiser will be provided to the ASDF Commander at least 45 days prior to the event; and 15 days for car washes or bake/food sales.

**Section 5-3. Commercial Sponsorship.** The Sergeant Dixie Club is not authorized to solicit for commercial sponsorship. However, it may request donations from commercial organizations/vendors subject to the following restrictions: 1) A disclaimer is provided to each vendor. This disclaimer informs the vendor that its donation to the Sergeant Dixie Club is solely the benefit of the Sergeant Dixie Club and not the ASDF. A completed copy of the disclaimer form must be provided to the ASDF Commander, before the organization may receive any cash, goods, or services from the commercial organization/vendor; 2) Advertisement, promotions, or publicity to the commercial organization/vendor is not exchanged for or in order to receive the donation. For example, the vendor's logo or name on posters, banners, T-shirts, flyers, or any other announcement at the event is prohibited.

**Section 5-4. Bank Accounts.** The Sergeant Dixie Club is authorized to open a commercial saving and/or checking account at commercial financial institution (bank or credit union). The bank account will be in the name of the Vice President and the Treasurer.

**Section 5-5. Accounting System.** A single entry accounting system will be utilized to account for all revenue and expenditures.

**Section 5-6. Treasurer Report.** The Treasurer will prepare a financial report at all regular or special meetings reflecting the income and expenses incurred since the last meeting. The Vice President will

verify the accuracy of the Treasurer's Report prior to it being presented at a regular or special meeting. Both the Treasurer and the Vice President will sign the report.

**Section 5-7. Audits.** An audit of all funds received or expended by the Sergeant Dixie Club will be conducted upon the change of the Treasurer or every two years, whichever is sooner. A copy of the audit will be presented at the next regular or special meeting and a copy will be provided to the ASDF Commander. An audit may be conducted by 3 non-office holding members of the Sergeant Dixie Club or by an outside individual who is a public accountant. The cost of hiring an individual to conduct an audit will be borne by the Sergeant Dixie Club.

**Section 5-8. Expenditure of Funds.** The expenditure of all funds must be approved by a majority vote of the members present at a regular or special meeting. The President may authorize the expenditure of funds to support events sponsored by the Sergeant Dixie Club if the expenditure was unexpected and it is impractical to convene a special meeting of the membership. The expenditure of funds will be reported by the President at the next regular or special meeting and provide an explanation on why it was necessary to authorize the expenditure.

## **ARTICLE VI OFFICERS AND GOVERNING BODY**

**Section 6-1. Executive Committee.** The establishment, administration, operation, and dissolution of the organization are under the general supervision of the Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer. The President may appoint members to sub-committee (such as Entertainment Sub-Committee, Fundraising Sub-Committee, or Constitution Committee) to assist the Executive Committee in the execution of their duties.

**Section 6-2. Term of Office.** The members of the Executive Committee shall be elected by the general membership to a term of office not to exceed one year. Members of the Executive Committee may be elected to more than one consecutive term of office.

**Section 6-3. Recall of an Officer.** All officers of the executive committee serve at the behest of the general membership. The general membership when dissatisfied with a member of the Executive Committee may recall to terminate this officer's term of office. A recall shall be conducted at a general or special meeting and will become effective upon a two third vote of the entire general membership, not just two thirds of the present membership. Once an officer has been recalled, a special election will be held at the next regular meeting to replace the recalled members. In the case of the recall of the President, the Vice President will assume the responsibilities of the President and the special election will be for a new Vice President. In the case of a recall of the Secretary or Treasurer, the Vice President will assume the duties of the recalled officer until a new officer is elected. In the event of the recall of the Vice President, the Secretary will assume the duties of the Vice President until the election of a new Vice President.

**Section 6-4. Duties.** The duties of each member of the Exec. Committee are outlined in the By-laws.

**Section 6-5. Amendments to the Constitution and By-laws.**

**Sections 6-5.1. Approval.** The Sergeant Dixie Club Constitution and By-laws may be adopted, amended, or replaced by the approval of majority of the members present at a regular or special meeting. Any amendments or changes to the Constitution and By-laws of the Sergeant Dixie Club are subject to the final approval of the ASDF Commander.

**Section 6-5-2. Recommended Changes.** Any member of the Sergeant Dixie Club may propose changes to the Sergeant Dixie Club's Constitution and By-laws.

## **ARTICLE VII DISSOLUTION**

**Section 7-1. Dissolution.** Upon receipt of notification from the ASDF Commander or upon agreement of three fourths of the general membership at special meeting called by the President to consider Dissolution, the organization shall be dissolved. A written notice of the dissolution of the Sergeant Dixie Club will be provided to the ASDF Commander with a notice of the disposition of the Sergeant Dixie Club's assets.

**Section 7-2. Disposition of Assets.** The disposition of assets upon dissolution of the Sergeant Dixie Club shall be as follows:

**Section 7-2-1. Outstanding Liabilities.** Payment of outstanding debts and liabilities.

**Section 7-2-2. Remaining Assets.** All remaining assets will be donated to the ASDF.

**ARTICLE VIII  
ADOPTION**

**Section 8-1.** This constitution was adopted in accordance with the provisions of this constitution on 17 Jun 06.



**Charles Rowe  
MG, (AL) ASDF  
Commanding**



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**John Blackburn  
CSM (AL) ASDF  
Command Sergeant Major**

APPENDIX C  
THE SERGEANT DIXIE CLUB BY-LAWS

**BY-LAWS**  
SERGEANT DIXIE CLUB  
**ARTICLE 1**  
**ADOPTION OF BY-LAWS**

Section 1-1. Adoption. These by-laws are adopted, amended, or changed IAW Article VI of the Constitution.

**ARTICLE II**  
**DUTIES OF OFFICERS**

**Section 2-1. General.** To ensure the Sergeant Dixie Club objectives are satisfied and the proper direction is maintained, an Executive committee shall be elected by the general membership IAW Article VI of the Constitution.

**Section 2-2. President.**

Section 2-2.1. To preside over and direct the overall operations of the Sergeant Dixie Club is based on the desires of the general membership.

Section 2-2.2. Appoint sub-committees to assist Executive Committee execute its duties. Coordinate the work of other officers and sub-committees.

Section 2-2.3. Be a member ex-officio of all sub-committees.

Section 2-2.4. Other duties as may be prescribed by the general membership.

**Section 2-3. Vice-President.**

Section 2-3.1. Fulfill the duties of the President in the absence of the President or should the President fail to complete his/her term of office.

Section 2-3.2. Fulfill the duties of the Secretary or Treasurer if said officer is recalled by the general membership IAW Article VI of the Constitution.

Section 2-3.3. Review and certify the treasurer's report prior to each special or regular meeting.

Section 2-3.4. The general membership or President may prescribe other duties as.

**Section 2-4. Secretary.**

Section 2-4.1. Fulfill the duties of the Vice-President until a new Vice-President is elected in the event the Vice-President is unable to fulfill his term of office.

Section 2-4.2 Take and prepare minutes for all special meetings. Make distribution of minutes IAW Article IV of the Constitution.

Section 2-4.3. Maintain copies of all administrative documents. As a minimum the following will be kept on file: Copies of the Constitution and By-laws, the application for and certification of Sergeant Dixie Club membership, Treasurer reports, and any other pertinent regulations.

Section 2-4.4. Prepare all official and unofficial correspondence for the Sergeant Dixie Club.

Section 2-4.5. Other duties as may be prescribed by the general membership or the President.

**Section 2-5. Treasurer**

Section 2-5.1. Maintain a single entry accounting system to account for all revenue earned and expenditures by the Sergeant Dixie Club, to include the maintenance of supporting documents for these revenues and expenditures.

Section 2-5.2. Only expend funds IAW Article V of the Constitution.

Section 2-5.3. Prepare a Treasurer report for each regular and special meeting.

Section 2-5.4. Make available the records to the Vice-President for certification of the Treasurer's Report.

Section 2-5.5. Prepare an annual financial report.

Section 2-5.6. Maintain accountability over the bank accounts (saving and/or checking) and ensure signature cards are up to date.

Section 2-5.7. Other duties as may be prescribed by the general membership or the President.

### **ARTICLE III ORDER OF BUSINESS**

**Section 3-1. Rules.** All meetings will be held IAW Roberts Rule of Order or as may be modified with the vote of the membership.

**Section 3-2. Meetings.** The following order of business will be followed at all regular or special meeting:

Call to Order

Roll call of Officers

Reading of minutes of previous meeting

Treasurer's Report

Introduction of guests

Report of incoming correspondence

Sub-committees reports

Old business

New business

Adjournment

### **ARTICLE IV MEMBERSHIP APPLICATION, RESIGNATION, AND TERMINATION**

**Section 4-1. Sergeant Dixie Club Selection Board.** Yearly there will be a SDC selection board. The president of the board will be the state Command Sergeant Major, and the Brigade Sergeants Majors will attend as members. There will also be a non-voting SDC member sitting on the board. For applications, resignations, and termination of memberships, the member must give 30 days written notice to the Sergeant Dixie Club committee.

### **ARTICLE V ELECTION OF OFFICERS**

**Section 5-1.** The election of officers will be IAW Article VI of the Constitution.

**Section 5-2.** The recall of an officer will be IAW Article VI of the Constitution.

**Section 5-3.** The resignation of an officer will be in writing to the President of the Sergeant Dixie Club. The resignation of the President will be in writing to the Vice-President of the Sergeant Dixie Club. The procedures for filling a vacant officer position will be the same as filling a vacancy after a recall of an officer. (Article VI of the Constitution)

### **ARTICLE VI HIRING AND SUPERVISION OF EMPLOYEES**

**Section 8-1. Employment.** It is not contemplated the Sergeant Dixie Club will hire employees, however, should the need occur this will be accomplished to conform to the Employment practices of the state of Alabama. Supervision would be determined through the Executive Committee and in a manner that is fair and equitable.

**Section 8-2. Equal Opportunity.** In the event the Sergeant Dixie Club hires employees, there will be no discrimination based on sex, age, race, religion, color, national origin, sexual preference, lawful political affiliation, labor organization membership, or physical handicaps not affecting performance of duties.

**Section 8-3. Conflict of Interest.**

Section 8-3.1. Government employees will not be assigned to, or work for, the Sergeant Dixie Club, if their employment by the Sergeant Dixie Club would create the appearance of a conflict of interest or otherwise violate the Joint Ethics Regulation.

**Section 8-3.2. No member of the Executive Committee nor any members of any sub-committee appointed by the President may be hired as an employee by the Sergeant Dixie Club.**

**ARTICLE IX  
ADOPTION**

**Section 8-1. The By-laws were adopted IAW Article VI of the Constitution on 17 Jun 06.**

>>>>>signed<<<<<<<

**President**

>>>>>signed<<<<<<<

**Secretary**

**APPENDIX D**  
**MEMORANDUM OF INTRODUCTION OF SDC MEMBERS**

Appendix C is a sample memorandum of introduction of Soldiers who are members of the Sergeant Dixie Club. This memorandum is used when a Sergeant Dixie Club member transfers to a different unit. The memorandum must be signed by the first nominative Command Sergeant Major (CSM) in the Soldier's noncommissioned officer (NCO) support chain and sent to the CSM of the gaining unit.

*OFFICE SYMBOL date*

MEMORANDUM FOR *Name and Address of Gaining Unit CSM*

SUBJECT: Memorandum of Introduction

1. It is with great pleasure that I send you this memorandum of introduction for *grade and full name of Soldier*, who will be assigned to your organization. *He/She* is a Sergeant Dixie Club member and one of the finest noncommissioned officers in the Alabama State Defense Force.

2. Membership in the Sergeant Dixie Club is a primary indicator that *grade and last name of Soldier* has demonstrated ability to meet the challenges of leadership. This organization was established to recognize noncommissioned officers who best exemplify that special kind of leadership characterized by a personal concern for the needs, training, development, and welfare of Soldiers—leadership that draws the very best from every individual.

3. To attain membership in the Sergeant Dixie Club, *grade and last name of Soldier* had to exhibit the very highest standards of leadership and achievement. For *his/her* professionalism, *he/she* has been inducted into this prestigious club of military professionals. I have enclosed a copy of the Sergeant Dixie Morales Story, which is indicative of the ideals of its members.

4. You can expect *grade and last name of Soldier* to be a valuable asset to your organization.

*Signature block of first nominative  
CSM in the Soldier's NCO support chain*

## **APPENDIX E USING SERGEANT DIXIE CLUB MEMBERS**

Command sergeants major (CSMs) will—

- a. Interview Sergeant Dixie Club (SDC) members as possible candidates for further noncommissioned officer (NCO) development training.
- b. Encourage SDC members to—
  - (1) Apply for assignments to leadership positions that will advance develop their leadership skills.
  - (2) Take part in off-duty education programs to set an example for younger Soldiers.
  - (3) Accompany CSMs on unit visits and talk to NCOs.
  - (4) Get involved in community activities (for example, parents-teachers-students associations, sports programs, youth activities).
  - (5) Help identify other potential SDC members.
  - (6) Mentor newly promoted sergeants in their commands and serve as a POC for newly assigned members of the Sergeant Dixie Club.
- c. Assign SDC member's duties to instruct NCO-development classes.
- d. Have SDC members serve as members of SDC selection boards.
- e. Have SDC members use their talents by—
  - (1) Speaking at—
    - (a) Command-information classes and seminars.
    - (b) Education-center graduations.
    - (c) NCO leadership schools and local community activities.
  - (2) Attending selected command briefings.

**APPENDIX F  
SERGEANT DIXIE CLUB FIRST SERGEANT  
NOMINATION AND PERFORMANCE EVALUATION PACKET**

First sergeants will submit nomination and performance evaluation packets using the format in figure E-1 to recommend noncommissioned officers for membership and induction into the Sergeant Dixie Club.

SDM-ASDF-

Date

MEMORANDUM THRU

*Command Sergeant Major, Battalion-Level Command*

*Command Sergeant Major, Brigade-Level Command*

FOR President, Sergeant Dixie Club Selection Board

SUBJECT: Sergeant Dixie Board Selection/Evaluation

Recommend RANK LAST NAME, FIRST NAME MI, be considered for membership and induction into the Sergeant Dixie Club.

NAME: LAST, FIRST, MI

SSN: 000-00-0000

RANK: ???

UNIT: ????????

DUTY PHONE: (123) 456-789

DUTY POSITION:

DATE ASSIGNED:

NUMBER OF DISASTER / DRILLS ATTENDED IN PREVIOUS YEAR:

NUMBER OF SOLDIERS SUPERVISED:

AWARDS & DECORATIONS:

CIVILIAN EDUCATION:

MILITARY EDUCATION: PLDC, BNCOC, ANCOC, ETC...

PERSONAL PERFORMANCE ACHIEVEMENTS:

SUBORDINATE PERFORMANCE ACHIEVEMENTS:

1. The following additional comments are provided:

2. Listed below are the Soldiers whom the SDC nominee leads and mentors, and their current training information. *(Entries that require an explanation, or additional information on specific training achievements of each Soldier, may be explained in detail at the bottom of the chart.)*

3. First sergeants will include a biography with the nomination packet of noncommissioned officers recommended for membership in the Sergeant Dixie Club. Appendix G provides a sample biography.

**TRAINING INFORMATION ON SOLDIERS SUPERVISED**

<b>Soldier's Grade and Name</b>	<b>Duty Position</b>	<b># of Drills Attended</b>	<b># of Disasters Supported</b>	<b>ASDF Schools Attended</b>

4. I have verified that this is the most current training information on the nominee and current information on all *his/her* Soldiers.

FIRST MI LAST NAME  
1SG, (AL) ASDF  
First Sergeant

- 3 encls  
1. ASDF 66/20  
2. BIOGRAPHY

## **APPENDIX G**

### **SAMPLE BIOGRAPHY**

#### **STAFF SERGEANT JOHN J. DOE**

Staff Sergeant John J. Doe was born on 1 January 1974 in Ozark, Alabama. He graduated from Carroll High School in May 1992 and attended Wallace Community College.

He entered the United States Army on 20 September 1992 and attended one-station unit training at Fort Knox, Kentucky, where he graduated as a 19K, Armor Crewman. While there, Staff Sergeant Doe was selected as the distinguished honor graduate for his class.

Staff Sergeant Doe's previous assignment was with C Company, 1st Forward Support Battalion, Division Support Command, 1st Armored Division, in Hohenfels, Germany. In June 1999, Staff

Sergeant Doe was assigned to Bravo Troop, 1st Squadron, 10th Cavalry, 4th Infantry Division. In August 1999, he deployed to Kuwait for Operation Desert Spring and returned home in December 1999. To date, Staff Sergeant Doe has participated in seven gunneries, and distinguished himself as a tank gunner at four of the gunneries. He also participated in numerous field training exercises, including rotations at the National Training Center, Fort Irwin, California; and the Joint Readiness Training Center, Fort Polk, Louisiana.

Since joining the Alabama State Defense Force, Staff Sergeant Doe attended the Primary Leadership Development Course, where he earned the Leadership Award for demonstrating superior leadership ability while completing a demanding program of performance-oriented training. He also completed the Basic Non-Commissioned Officer and graduated as the Distinguished graduate.

Staff Sergeant Doe's awards and decorations include the Army Commendation Medal (two oak leaf clusters), the Army Achievement Medal (four oak leaf clusters), the Noncommissioned Officer Professional Development Ribbon (with numeral 2), the Armed Forces Expeditionary Medal, the National Defense Service Medal, the Army Service Ribbon, Overseas Service Ribbon, Alabama War Ribbon, ASDF Achievement Ribbon, and he Disaster Readiness Ribbon.

Staff Sergeant Doe has set many goals for himself to develop his military proficiency. He plans to earn his MEMS Badge, attend the Community Emergency Response Training, and compete for selection into the prestigious Sergeant Dixie Club. His long-term personal goals include completing his bachelor's degree in computer science and becoming a Boy Scout troop leader.



**5. AWARDS, DECORATIONS, AND/OR ACHIEVEMENTS**

Name of Award	Dates of Performance	Awarding Auth	Duty
Name of Award	Dates of Performance	Awarding Auth	Duty
Name of Award	Dates of Performance	Awarding Auth	Duty

\*\*\*\*\*

**3. REPORTING**

**REMARKS**

- a. Reporting \_\_\_\_\_
- b. Uniform and Appearance \_\_\_\_\_
- c. Oral Expression \_\_\_\_\_
- d. Military Bearing \_\_\_\_\_
- e. SDC Bio \_\_\_\_\_

**4. COMMON GROUP**

**REMARKS**

- a. Land Navigation \_\_\_\_\_
- b. First Aid \_\_\_\_\_
- c. Leadership (include the nine competencies) \_\_\_\_\_
- d. Uniform and Awards (ALSDF 670-1) \_\_\_\_\_
- e. Chain of Command / Chain of Concern \_\_\_\_\_
- f. History of the NCO Corps \_\_\_\_\_
- g. Customs and Courtesy \_\_\_\_\_
- h. Describe Logo and Lineage \_\_\_\_\_

**RECOMMENDED BY:**

**a. Recommended for Induction: YES \_\_\_\_\_ NO \_\_\_\_\_**

BOARD MEMBER: \_\_\_\_\_  
Signature
Grade, Name
Unit
Date



**APPENDIX I**

**SGT DIXIE CLUB SELECTION BOARD NOMINATION WORKSHEET**

<b>Name</b>	
<b>Duty Position</b>	
<b>Organization</b>	

**FOR BATTALION-LEVEL SDC NOMINATION**

I (recommend) (do not recommend) this individual for membership in the SDC.

Date

\_\_\_\_\_  
Signature of Battalion Command Sergeant Major

**FOR BRIGADE LEVEL SDC NOMINATION**

I (recommend) (do not recommend) this individual for membership in the SDC.

Date

\_\_\_\_\_  
Signature of Brigade Command Sergeant Major

**FOR STATE LEVEL SDC NOMINATION**

I (recommend) (do not recommend) this individual for membership in the SDC.

Date

\_\_\_\_\_  
Signature of State Command Sergeant Major

**FOR FINAL-SELECTION-AUTHORITY -LEVEL SDC NOMINATION**

**Date of Board:**

The above-named individual is (selected) (not selected)  
for honorary membership in the Sergeant Dixie Club.

Date

\_\_\_\_\_  
**Signature of Final-Selection Authority**

APPENDIX J

<b>SGT DIXIE CLUB OFFICER HONORARY NOMINATION WORKSHEET</b>	
<b>Name</b>	
<b>Duty Position</b>	
<b>Organization</b>	
<b><u>FOR BATTALION-LEVEL SDC NOMINATION</u></b>	
I (recommend) (do not recommend) this individual for membership in the SDC.	
Date	
_____ Signature of Battalion Command Sergeant Major	
<b><u>FOR BRIGADE LEVEL SDC NOMINATION</u></b>	
I (recommend) (do not recommend) this individual for membership in the SDC.	
Date	
_____ Signature of Brigade Command Sergeant Major	
<b><u>FOR STATE LEVEL SDC NOMINATION</u></b>	
I (recommend) (do not recommend) this individual for membership in the SDC.	
Date	
_____ Signature of State Command Sergeant Major	
<b><u>FOR FINAL-SELECTION-AUTHORITY -LEVEL SDC NOMINATION</u></b>	
<b>Date of Board:</b>	
The above-named individual is (selected) (not selected) for honorary membership in the Sergeant Dixie Club.	
Date	
_____ <b><u>Signature of Final-Selection Authority</u></b>	

APPENDIX K

**SGT DIXIE CLUB CIVILIAN HONORARY NOMINATION WORKSHEET**

<b>Name</b>	
<b>Duty Position</b>	
<b>Organization</b>	

**FOR BATTALION-LEVEL SDC NOMINATION**

I (recommend) (do not recommend) this individual for membership in the SDC.

Date

\_\_\_\_\_  
Signature of Battalion Command Sergeant Major

**FOR BRIGADE LEVEL SDC NOMINATION**

I (recommend) (do not recommend) this individual for membership in the SDC.

Date

\_\_\_\_\_  
Signature of Brigade Command Sergeant Major

**FOR STATE LEVEL SDC NOMINATION**

I (recommend) (do not recommend) this individual for membership in the SDC.

Date

\_\_\_\_\_  
Signature of State Command Sergeant Major

**FOR FINAL-SELECTION-AUTHORITY -LEVEL SDC NOMINATION**

**Date of Board:**

The above-named individual is (selected) (not selected) for honorary membership in the Sergeant Dixie Club.

Date

\_\_\_\_\_  
Signature of Final-Selection Authority

**APPENDIX L  
SERGEANT DIXIE CLUB OFFICER AND CIVILIAN  
HONORARY MEMBERSHIP NOMINATION**

**OFFICE SYMBOL**

*date*

**MEMORANDUM THRU**

*Command Sergeant Major, Battalion-Level  
Command Sergeant Major, Brigade-Level  
Command Sergeant Major, ASDF*

**FOR President, Sergeant Dixie Club Selection Board**

**SUBJECT: *Organization Name* Sergeant Dixie Club Nomination and Performance  
Evaluation, *Name and Organization of Nominee***

- 1. I recommend that the above-named individual be considered for honorary membership and induction into the Sergeant Dixie Club.**
- 2. *Name of individual* has been a supporter of both the unit and the ASDF program. In addition, *he/she* has sponsored numerous unit events such as organization day, farewell and welcome-home ceremonies, and more. *His/Her* support to the unit does not stop there. *He/She* has volunteered *his/her* time by working with the unit on different community events, such as the recent Ozark Claybank Jamboree, *he/she* has contributed both time and resources to the ASDF Alabama State Defense Force convention.**
- 3. The POC for this memorandum is the undersigned, XXX-XXXX.**

***Signature block of  
recommending  
official***

**APPENDIX M  
SERGEANT DIXIE CLUB BOARD APPOINTMENT**



**ALABAMA STATE DEFENSE FORCE  
Fort Taylor Hardin  
Montgomery, Alabama**



**SMD-ASDF-CSM**

**27 February 2008**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Sergeant Dixie Club Board (SDC), FY 06**

**1. Reference:**

**a. Sergeant Dixie Club Constitution, 1 June 2006 (SDC).**

**2. The Sergeant Dixie Club Board (SDC) will convene on 13 January 2007 at 1200 in the Conference Room, Fort Taylor Hardin. Board members and candidates will report at 1130. It is imperative that Sergeant Dixie Club Constitution is adhered to. The packet must meet the suspense date, including accuracy and completeness. Any incomplete packet, or packet not meeting the suspense date, will be rendered ineligible.**

**3. Candidates will wear the Duty (BDU's) uniform with all authorized awards and have their I.D. card in their position. Supervisors will wear duty uniform.**

**4. Uniform for board members is the duty uniform.**

**5. SDC candidates must be in the grade of Corporal through First Sergeant.**

**6. The following is a list of board members and the subject areas they will be covering:**

**BOARD MEMBERS**

**SUBJECTS**

<b>CSM Blackburn</b>	<b>Board President</b>
<b>CSM Crooks</b>	<b>1<sup>st</sup> Inf Bde</b>
<b>CSM Randle</b>	<b>2<sup>nd</sup> Inf Bde</b>
<b>CSM Ballard</b>	<b>3<sup>rd</sup> Inf Bde</b>
<b>CSM</b>	<b>Training Command</b>

**ASDF-CSM**

**SUBJECT: Sergeant Dixie Club Board (SDC), FY 06**

- 7. Board members may ask questions or make subjective evaluations covering areas of military bearing and appearance for SDC candidates, which may influence the overall decision for selection.**
- 8. All required information concerning the candidates must be turned in to the Board President NLT COB 01 December 2006. The autobiography must be written in the following format:**
  - a. The first part addresses the background of the candidate prior to his/her joining the Alabama State Defense Force.**
  - b. The second part describes the various duty assignments and positions the candidates have held along with his/her military and civilian schooling.**
  - c. The third part lists the military awards and decorations the individual has earned.**
  - d. The fourth part highlights the candidates goals, ambitions, and plans for the future.**
  - e. The autobiography is to be written in third person and double-spaced.**
- 9. Additional information that is required for the packet to be complete is as follows:**
  - a. Sergeant Dixie Club Nomination and Packet.**
  - b. Recommendation from soldier's Sergeant Major.**
  - c. Hometown News Release.**
- 10. Any questions or concerns may be directed to CSM Blackburn at x(334) 774-8734.**

**John L. Blackburn  
CSM, AI, ASDF  
Command Sergeant Major**

**DISTRIBUTION:**

**S-1, ASDF**

**CSM, 1<sup>st</sup> Inf Bde**

**CSM, 2<sup>nd</sup> Inf Bde**

**CSM, 3<sup>rd</sup> Inf Bde**

**CSM, 4<sup>th</sup> Inf Bde**

## APPENDIX N SERGEANT DIXIE CLUB GLOSSARY

### SECTION I ABBREVIATIONS

1SG	First Sergeant
ASDF	Alabama State Defense Force
AR	Army regulation
ASDFARCOR	ASDF Commendation Ribbon
CG, ASDF	Commanding General, Alabama State Defense Force
CSM, ASDF	Command Sergeant Major, Alabama State Defense Force
DA	Department of the Army
DUI	Driving under the influence
FM	Field Manual
CofS	Chief of Staff, J1, Headquarters, Alabama State Defense Force
GED	General equivalency diploma
NCOER	Noncommissioned officer evaluation report
PMCS	Preventive maintenance checks and services
POC	Point of Contact
SDC	Sergeant Dixie Club
SGM	Sergeant Major
SSN	Social Security Number
UCMJ	Uniform Code of Military Justice
Y/N yes/no	

### SECTION II TERMS

#### **Sergeant Dixie**

The name of this fictitious noncommissioned officer who, as a squad leader, consistently demonstrated the highest qualities of leadership, professionalism, and regard for the welfare of Soldiers.

#### **Sergeant Dixie Club**

An elite organization of noncommissioned officers whose demonstrated performance is characterized by Sergeant Dixie.

#### **The SDC Crest**

The crest depicts the patch of the Alabama State Defense Force surrounded by the rank of Corporal through Sergeant First Class and four stars. The ranks Corporal through Sergeant First Class are the base of the club. The blue star represents the ASDF and the three gold stars represent the Loyalty, Discipline, and Professionalism of an NCO. The initials "SDC" stands for the "Sergeant Dixie Club", are separated by a lightning bolt which represents the swift and decisive action taken by the NCO and the laurel which represent the individual achievement of the NCOs in the club. The rifle indicates the ASDF mission as an Infantry unit and the sword is a historical reference, dating back to beginning of time. It is a tool for the NCO to cut to the heart of the matter, to lead the way.