

***This sample is a general guideline for creating a constitution and bylaws. It is the responsibility of the organization to take a thorough look at this template and be sure their constitution and bylaws accurately reflect the intentions and activities of the organization before submitting for approval.***

**[Private Org Name]**

## **CONSTITUTION**

### **ARTICLE I NAME AND PURPOSE**

The **[Private Org name]** is a private organization as defined in AFI 34-233, and will be referred to herein as the Association. It will be operated and administered in the manner outlined in AFI 34-223. The Association is not an appropriated fund instrumentality, nor is it entitled to the privileges or immunities of the federal government. The purpose of the Association is to serve as a vehicle for communications to all levels of command, promote esprit-de-corps, and benefit the **[Private Org name]** and associated personnel.

### **ARTICLE II GENERAL PROVISIONS**

#### **SECTION I:**

The Association will operate on Keesler AFB with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Keesler AFB and Air Force directives.

#### **SECTION II:**

The membership is generally jointly and severally proportionally liable for Association debts and obligations in the event the Association assets are insufficient to discharge liabilities.

### **ARTICLE III OFFICERS AND GOVERNING BODY**

The Executive Committee (President, Vice President, Recorder, and Treasure) will be elected by the membership at large as specified in the Constitution and Bylaws to administer the Association. **The [Organization name] Superintendent will act as a non-voting advisor to the Association.**

### **ARTICLE IV MEMBERSHIP**

**All active duty Senior Noncommissioned Officers, including selectees, and retired Senior Non commissioned Officers are eligible for membership in the Association.**

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## **ARTICLE V METHOD OF FINANCING**

The Association's fundraising will be for the benefit of activities and programs that provides for the morale, welfare, and recognition of [Private Org name] personnel. Fundraising will be authorized by the [Organization name] Commander and approved by a vote of the general membership at large. The Association may also be financed through donation from the membership at large, collected by the treasurer of the [Private Org name].

## **ARTICLE VI MEETINGS AND QUORUMS**

Meetings will normally be convened once a month and are open to all members. Special meetings may be convened at any time, as deemed necessary by the President or Executive Committee. A quorum is not required to conduct business as a general membership meeting.

## **ARTICLE VII ADOPTION AND AMENDMENTS**

Subject to the written approval of the installation commanders, the Constitution and Bylaws may be adopted and amendments made by a majority vote of the members present at any meeting subject to Article VI. All proposals to change the Constitution and/or Bylaws will be submitted in writing to the Executive Committee at least 30 days prior to the next general membership meeting.

## **ARTICLE VIII INSURANCE**

The Association will obtain insurance coverage as the situation or the installation commander may require.

## **ARTICLE IX DISSOLUTION OF ASSOCIATION AND FUNDS**

In case of the dissolution of the Association, funds in the treasury will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of these funds will then be disposed of as determined by the general membership. If the Association is dissolved, it will be done IAW AFI 340223, paragraph 12.3. 81 FSS/CC will be notified of the pending dissolution in writing.

*signature*  
NAME, rank, USAF  
Position, PO  
[PO name]

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## **BYLAWS**

The following Bylaws are set forth for the normal operation and administration of the Association and will be directed on and a guide for association officers and members.

### **ARTICLE I DUTIES OF OFFICERS**

1. President:
  - a. Responsible for enforcement of the Constitution, Bylaws, and standing rules of the Association and ensuring the Association is governed by such rules and regulations.
  - b. Presides at all meetings of the Association.
  - c. Ex-officio member of all committees except the Nomination Committee.
  - d. Appoints special committees as deemed necessary.
  - e. Signs all minutes of the Association
  - f. Authorized to a prove for payment by the treasure any bills, not included in the budget, for the Association operation, not to exceed \$50.00 or the balance, whichever is lesser.
  - g. Appoint a nominating committee prior to each election.
  - h. May co-sign checks.
  - i. Will notify 81 FSS/CC in writing of intent to dissolve the Association. The intent letter will include a time-phased action plan IAW AFI 34-223 paragraph 12.3.
2. Vice President:
  - a. Assumes the duties of the President in his/her absence.
  - b. Insures the accounts of the Association are audited prior to being turned over to the incoming Treasure.
  - c. May co-sign checks.
3. Recorder:
  - a. Records proceedings of each meeting of the Association and Executive committee
  - b. Maintains a copy of the Constitution, Bylaws, and current standing rules which will be available to the membership.
  - c. Acts as Chairperson in absence of both the President and Vice President.
  - d. Forwards approved minutes of each meeting to the group commander, senior enlisted advisor, services squadron commander, and members.
  - e. Maintains a correspondence file.
  - f. May co-sign checks.
4. Treasurer:
  - a. Receives and disperses funds belonging to the Association as directed by the general membership or the Executive Committee.
  - b. The custodian of all Association funds.
  - c. Will maintain all authenticated receipts on all fund transactions.
  - d. Provides a financial statement at each monthly meeting. The statement will contain the status of all financial transactions and the current financial balance.
  - e. Provides an annual financial statement to 81 FSS Resource Management Flight.
  - f. May co-sign checks.

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## **ARTICLE II ELECTIONS AND VOTING**

1. Officers shall be elected at the September meeting. Officers will hold office for one-year term starting on the first day of the fiscal year.
2. Nominations shall be submitted at the August meeting. Nominations may include a brief resume about the nominee.
3. A simple majority vote (via secret ballot or tracked email) of the general shall be required to elect an officer.
4. The President may request the resignation of an officer at a special meeting. An officer may also be voted out of office by a majority vote at a special or general membership meeting. In either situation, the officer concerned must be notified in writing of the pending action and given the opportunity to present his/her appeal before the general membership. Voluntary resignation must be submitted to the president in writing at least one month prior to vacating office.
5. Filling Vacancies:
  - a. All vacancies created by removal or resignation will be filled by special election for the remaining term of office.
  - b. The President may fill a vacancy by an interim appointment until an election can be held.

## **ARTICLE III STANDING COMMITTEES**

1. Executive Committee:
  - a. Charged with ensuring compliance with the Constitution and Bylaws.
  - b. Will review all proposed constitutional changes.
  - c. Will annually review the Constitution and Bylaws.
  - d. The Executive Committee will meet as required.
2. Ways and Means Committee:
  - a. Shall be the fiscal and monetary guidance for the Association.
  - b. Chairperson of the Ways and Means Committee shall be responsible for the purchase of supplies and equipment of any fundraising activities.
  - c. The committee will be composed of at least two volunteers from the Association general membership.
  - d. The committee shall meet as required and the following activities shall be ongoing functions:
    - i. The membership will be briefed monthly by the Chairperson of this committee.
    - ii. Estimate yearly expenditures on fiscal year basis.

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- iii. Plan and suggest activities to meet estimated yearly expenditures for general membership approval.
- iv. Take suggestions from the general membership on possible fund raising activities.

## **ARTICLE IV INSURANCE COVERAGE**

1. The President will request the installation commander to waive the liability insurance required in accordance with AFI 34-223. The request for wavier will describe in detail the nature of the Association's activities.
2. If the request is denied, liability coverage against personal injury and property damage, with a coverage limit as specified by the installation commander, naming the U. S. Air Force as an additional insured, shall be obtained and kept in force until this Association is dissolved.
3. If the request is granted as to general coverage, the President will notify the installation commander of planned special events and obtain coverage as required.

## **ARTICLE V MEETINGS, QUORUMS, AND DUTIES**

### **SECTION I:**

General membership meetings normally will be third or fourth Monday of each month.

### **SECTION II:**

1. No quorum of the membership is required to be present to conduct business at a general membership meeting.
2. A quorum of not less than 75 percent of the Executive Committee must be present in order to conduct business.

### **SECTION III:**

Members are highly encouraged to pay dues in the amount of \$1 per month or \$10 per year, dues are, however, not mandatory.

*signature*  
NAME, rank, USAF

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Position, PO

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