
BYLAWS

Article 1

Name

The name of this organization shall be _____.

Article 2

Duties of Elected Officers

A. President's Responsibilities:

1. Presides over all meetings of the _____.
2. Ensures that the charter is reviewed annually with booster club members
3. Responsible for the activities of the
_____.
4. Perform additional duties as required.

B. Vice President's Responsibilities:

1. Preside over the _____ meetings in the
absence of the President
2. To assist the President as required
3. To assume duties of the president for the duration of the President's term of office
should the President depart from or be impeached from office
4. To perform additional duties as required

C. Secretary's Responsibilities:

1. To record all minutes of all meetings.

2. In accordance with AFI 34-223, the Secretary will publish minutes of each meeting and distribute to all members within fourteen calendar days after each meeting. A copy of the minutes will be provided to 773 FSS/FSR.
3. Publish and distribute a meeting agenda three (3) days prior to each meeting.
4. To monitor membership and attendance of the _____.
5. To perform additional duties as required.

D. Treasurer's Responsibilities:

1. To establish and care for the financial account of the _____.
2. To act as an advisor to the President on all financial matters.
3. To report all financial transactions during each regularly schedules meeting.
4. To perform additional duties as required.
5. Provide periodic financial statements.

E. Marketer's Responsibilities:

1. Provide the _____ with fliers, poster boards Ect. for fund raising purposes.
2. To act as an advisor to the President on all advertising matters.
3. To perform addition duties as required.

Article 3
Election and Voting

A. Election of Officers:

1. Elected officials shall be the President, Vice-President, Treasurer, Secretary, and Marketing.
2. Nominations for officer's positions will be accepted at the October meeting.
3. Officers shall be elected at the November meeting and take their respective office at the beginning of the calendar year.

4. Officers of the _____ shall be elected for a term of one year by a simple majority vote. The president may not be nominated or hold any other position in the booster club for a one-year period following his or her tenure.
5. Officers may be relieved of their duties for the following reasons:
 - (1) For cause
 - (2) PCA/PCS, separation, or retirement
6. A special election may be called to replace _____ officers who are relieved of their duties.
7. The officers of the NAME will be allowed to make decisions in emergency situations on delegation of funds with a 75% majority vote of the officers and the matter being brought before the booster club at the next meeting.
8. Newly elected officers, primarily the Treasurer, should consult with the 773 FSS/FSR for guidance and training on local base requirements, procedures, and information that supplement AFI 34-223.

Article 4
Due and Fees

No annual dues or fees shall be charged to members of the _____.

Article 5
Standing Committees

A committee will be selected for special projects. The chairperson will be appointed by the President, and will be responsible for the planning, and execution of the special project.

Article 6
Finances and Taxes

- A. The responsibility for finances lies with the Treasurer. The Treasurer will present a financial statement at each regular meeting of the _____.
- B. The Treasurer will secure at least annually at the December's meeting or upon the request of a simple majority of any voting members present an impartial audit from a disinterested qualified person. The audit shall be accomplished approximately two (2) weeks prior to the January meeting.

C. The Treasurer shall be responsible for financial accounting. A checking account will be established with a suitable banking facility, and all funds will be deposited into this account. Neither Appropriated fund activities nor Nonappropriated Fund Instrumentalities (NAFI's) assert any claims to the assets or assume any obligations of the _____.

Article 7
Insurance Coverage

Due to low or minimal risk of injury or property damage in the ordinary course of operations of this organization, upon approval by the Installation Commander or his designee, the requirement for insurance may be waived. Liability insurance, commensurate with the risk involved, shall be obtained when appropriate. The U.S Government is not liable for the actions of or damage caused by this organization.

Article 8
Awards/Gifts

The group may accept donations from any source not prohibited by Air Force regulations or other existing laws. Donations will not be used for other than charitable purposes.