

**CONSTITUTION**  
*(Name of PO)*

**ARTICLE I**  
*Name and Purpose*

SECTION 1 - NAME: The name of this organization shall be the \_\_\_\_\_.

SECTION 2 - PURPOSE: The purpose of the \_\_\_\_\_ is to

**ARTICLE II**  
*General Provisions*

SECTION 1 - AUTHORITY: The \_\_\_\_\_ is a private organization operating on JBER under the authority of AFI 34-223. It is a self-sustaining interest group operated by people outside the scope of any official position they have with the Federal government. The \_\_\_\_\_ operates only contingent upon compliance with the requirement and condition of applicable Air Force directives.

SECTION 2 - OBJECTIVES: In order to maintain constancy of purpose, the \_\_\_\_\_ has established the following goals and objectives designed to fulfill the purpose.

- a. \_\_\_\_\_
- b. \_\_\_\_\_

These goals and specific objectives are dynamic and will be reviewed and published bi-annually by the \_\_\_\_\_ Executive Committee, at the same time the constitution is reviewed and sent for renewal. The goals and objectives will be presented to the entire membership during the first meeting of \_\_\_\_\_ for voting approval.

SECTION 3 - LIABILITIES: The liabilities of the \_\_\_\_\_ are as follows:

a. OBLIGATION: Obligations will be for the sole use and benefit of the \_\_\_\_\_. No individual may obligate the \_\_\_\_\_ without approval from the executive committee. If an obligation is made without prior approval, the member will be held liable.

b. INSOLVENCY: Members of the \_\_\_\_\_ may become financially liable for the obligations or debts of the \_\_\_\_\_ if its assets fail to meet such obligations and debts. Said membership is also liable under the laws of Alaska for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Members are jointly and severally liable for the obligations of the PO, and each member will be required to acknowledge his or her understanding of this liability in writing. A certification pursuant to AFI 34-223, paragraph 9.2, will be provided to FSS/FSR as sufficient notification of personal financial liability.

SECTION 4 - EMPLOYMENT: Any employment by the organization will not be based on age, race, religion, color, national origin, disability, ethnic group, or gender.

SECTION 5 - FEDERAL, STATE, AND LOCAL LAWS: The \_\_\_\_\_ will comply with all federal, state, and local laws governing like civilian activities.

**ARTICLE III**  
*Membership*

SECTION 1 - QUALIFICATIONS: Membership in the \_\_\_\_\_ is voluntary and unrestricted with respect to age, race, religion, color, national origin, disability, ethnic group, or gender. IAW AFI 34-223 membership will be extended to the DoD family that are I.D. cardholders (active duty,

retired members, dependents, surviving spouses, National Guard, Reserve Members and authorized DoD civilians).

SECTION 2 - TYPES OF MEMBERSHIP: The \_\_\_\_\_ will have only one type of membership: full membership with all privileges, obligations, and voting rights.

SECTION 3 - FEES AND DUES:

SECTION 4 - APPLICATION FOR MEMBERSHIP: Membership is open for all individuals who meet the requirements outlined in Article III, Section 1.

***(Note: Articles IV thru VII provide suggestions/examples and may be modified to suit the individual PO. More information or clarification can be obtained from 773 FSS PO monitors or AFI 34-223.)***

#### **ARTICLE IV** **Officers and Governing Body**

SECTION 1 - DESCRIPTION: The \_\_\_\_\_ will be governed by an executive committee consisting of five elected officers: President, Vice-President, Recorder, Treasurer, and Chairman of Ways and Means Committee. Officers will ensure the \_\_\_\_\_ complies with all requirements of this Constitution.

a. PRESIDENT:

(1) Responsible for enforcement of the Constitution, and all other rules, regulations, and conventions of the \_\_\_\_\_.

(2) Presides over all meetings of the \_\_\_\_\_.

(3) Appoints and terminates special working committees as necessary.

(4) Countersigns all \_\_\_\_\_ minutes.

(5) Represents the \_\_\_\_\_ at all functions requiring an organizational representative.

(6) May sign checks in absence of treasurer if designated on the account.

(7) Acts as Treasurer in his or her absence.

(8) Appoints a Recorder in case of his or her absence.

(9) Responsible for the disposition of any assets or discharge of any liabilities remaining in the event the \_\_\_\_\_ is dissolved.

b. VICE-PRESIDENT:

(1) Perform duties of the President in the absence of the President.

(2) Assumes the duties of the President in the event of resignation or removal of the President.

(3) Monitors progress of all committees.

(4) Monitors membership continuity.

(5) Performs duties as Parliamentarian.

(6) May sign checks in absence of treasurer if designated on the account.

c. TREASURER:

(1) Receives and disburses funds belonging to the \_\_\_\_\_ as directed by the voting membership and / or the executive committee.

(2) Collects funds as required.

(3) Maintains \_\_\_\_\_ financial records.

(4) Presents a financial summary at each membership meeting.

(5) Maintains the \_\_\_\_\_ checking account.

(6) Signs checks.

(7) Acts as Vice-President in his or her absence.

(8) Whenever the Treasurer leaves office, the account will be audited by a disinterested party prior to the new Treasurer taking office.

d. RECORDER/SECRETARY:

(1) Records proceedings of general membership meetings, executive committee meetings, and special meetings called by the President.

(2) Maintains \_\_\_\_\_ membership lists with records of attendance and participation.

(3) Makes available to the membership copies of Constitution, by-laws, and minutes of all meetings.

(4) Distributes meeting minutes to all applicable members.

(5) Provides membership-meeting minutes to the 773d Force Support Squadron (FSS) PO monitor.

(6) May sign checks in absence of treasurer if designated on the account.

e. CHAIRMAN OF WAYS AND MEANS COMMITTEE:

(1) Acts as focal spot for fund raising opportunities.

(2) Receives information from group regarding possible fund raising opportunities.

(3) Identifies and investigates details and mechanics of fund raising opportunities.

(4) Presents facts (pro's and con's) of fund raising opportunities to group with recommendations.

SECTION 2 – ELECTIONS:

a. **NOMINATIONS:** Nominations will be made at open membership meetings. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.

b. **PROCEDURES:** All officers will be elected by a majority vote, using secret ballots, of all members present at the election meeting.

c. **ABSENTEE BALLOTS:** Absentee ballots will be allowed for members who are TDY, or on leave. Absentee ballots must be received by the executive committee or designated individual before the general election.

d. **TERM OF SERVICE:** Elections will be held at the September membership meeting and the new officers will serve for one year beginning 1 October.

e. **SPECIAL ELECTIONS:** Except for the Presidential vacancy, special elections will be held at the next possible meeting to fill the officer positions. In the event of a Presidential vacancy, the Vice-President will automatically assume the position and hold Vice-Presidential elections.

f. **VACANCY APPOINTMENTS:** The president may appoint a member to fill an interim officer vacancy to ensure continuity until elections are held.

g. **NEW OFFICERS:** New officers will consult the 773 FSS for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, if needed.

### SECTION 3 - TERMINATION OF OFFICERS:

a. **REMOVAL FOR CAUSE:** Officers may be removed from office for improperly discharging duties and responsibilities or for actions that discredit the \_\_\_\_\_. A two-thirds vote of the current membership shall be required to remove an officer. Officers being considered for removal will be allowed the opportunity to address the membership.

b. **RESIGNATION:** Officers may resign by submitting their resignation in writing to the executive committee. Resignations will be effective 45 days later.

c. **PCS/PCA:** Officer Terms are automatically terminated 45 days prior to PCS or PCA.

d. **TDY:** Members who hold an official capacity and will be TDY longer than 90 days may be required to resign from that office or position. These occurrences will be presented on a case-by-case basis to the membership for determination.

## ***ARTICLE V*** ***Meetings***

### SECTION 1 - TYPES OF MEETINGS:

a. **GENERAL MEMBERSHIP MEETINGS:** General meetings are held monthly and are the forum for conducting normal \_\_\_\_\_ business.

b. **SPECIAL MEETINGS:** Called by the President, these meetings are used to fill officer vacancies or conduct immediate business that must be resolved before the next scheduled general membership meeting.

**SECTION 2 - QUORUM REQUIREMENTS:** Ten members and at least two officers will constitute a quorum.

SECTION 3 - TIME AND PLACE OF MEETINGS: Notification of meetings will be made through meeting minutes or as otherwise deemed appropriate by the executive committee.

SECTION 4 - PARLIAMENTARY PROCEDURES: General membership meetings will include the following:

a. RECURRING BUSINESS:

- (1) Review and approval of previous minutes
- (2) Treasurer's Financial Report
- (3) New/Departing Members
- (4) Ways and Means Committee

b. OLD BUSINESS

c. ITEMS FROM MEMBERS

d. NEW BUSINESS

e. EXECUTIVE MEETING UPDATES

f. ADJOURNMENT/NEXT MEETING

Meetings will be adjourned by a motion from the floor and agreement by majority vote of members present.

SECTION 5 - MEETING MINUTES: The Recorder or secretary (or designated replacement) will record the contents of each meeting. The minutes, including financial statements, will be distributed to all \_\_\_\_\_ members and the 773 FSS within two weeks.

**ARTICLE VI**  
***Voting***

SECTION 1 - GENERAL:

a. VOTING ENTITLEMENTS: All members have full voting rights. The President may not vote except in a tie or during an election of \_\_\_\_\_ officers.

b. PASSAGE REQUIREMENT: A simple majority of eligible members present is required for passage.

c. TIE VOTES: In the event of a tie, the President will cast the tie-breaking vote.

SECTION 2 - SPECIAL VOTING PROCEDURES: Approval of the charter, by-laws, Constitution, or any revision thereof will require a two-thirds majority vote of all members. Removal of an officer for cause shall require a two-thirds majority of all members.

**ARTICLE VII**  
***Committees***

SECTION 1 - STANDING COMMITTEES:

a. EXECUTIVE COMMITTEE: This committee is charged with ensuring compliance with the bylaws of the Constitution. The five officers of the \_\_\_\_\_, with the President acting as Chairperson, will compose the body of this committee. Minimum duties of this committee include:

- (1) Review of all proposed constitutional changes.
- (2) Annual review of charter and bylaws before submitting them to 773 FSS for review.
- (3) May disburse up to one hundred dollars between general membership meetings with the concurrence of the majority of the executive committee members.
- (4) Charged with supervising the annual election of new officers will accept nominations from the floor during the August meeting and will prepare ballots for the September election.
- (5) During the September meeting, the Committee will introduce the nominees to the membership. Nominees will be given the opportunity to speak. Afterwards, the committee will conduct the elections.

b. WAYS AND MEANS COMMITTEE: This committee is charged with organizing and conducting fund raising activities. The Chairperson of this committee will be elected by the membership during the annual elections and the President will appoint additional members, of an appropriate number, to support specific fund raising events.

SECTION 2 - SPECIAL COMMITTEES: Special committees will be appointed to plan, organize, and execute specific projects. The President will appoint the Chairperson of the committee and the remaining committee members must be volunteers.

### ***ARTICLE VIII*** ***Fund Raising Activities***

Fund raising projects will be voted on and administered by the membership of the \_\_\_\_\_. These events will be coordinated through the 773 FSS/CL and approved by the installation commander or designated representative. The organization will not engage in any activities that compete with those of any appropriated fund FSS activity, Army and Air Force Exchange services, or NAFI programs on JBER or are prohibited by AFI 34-223.

### ***ARTICLE IX*** ***Accounting***

SECTION 1 - RESPONSIBILITY:

a. \_\_\_\_\_: The \_\_\_\_\_ shall be responsible for asset accountability, liability satisfaction, and responsible financial management.

b. APPROPRIATED FUNDS/NAFI: Neither appropriated funds activities nor NAFIs may assert any claim to the assets or assume any obligations of private organizations.

c. TREASURER: The Treasurer shall be responsible for the deposit of funds into a checking account with a designated banking facility on JBER.

SECTION 2 - FINANCIAL STATEMENTS: The Treasurer will maintain a monthly financial statement and present the status of all financial transactions and current balance, at each regular meeting of the \_\_\_\_\_ and submit a copy of monthly financial statements to 773 FSS Private Organization monitor.

SECTION 3 - AUDIT REQUIREMENTS: The account will be audited prior to the installation of a new Treasurer or when the membership deems necessary. The audit will be performed by a disinterested party of two individuals with no ties to the \_\_\_\_\_ officers. If gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the installation commander or his representative. If gross annual revenue is more than \$100,000, but less than \$250,000 an annual review by a public accountant is required.

SECTION 4 - SELF-SUSTAINMENT: The organization must be self-sustaining. The \_\_\_\_\_ will be self-sustaining, primarily through fundraising that will be conducted by the organization in accordance with AFI 36-3101, Fund-raising within the Air Force.

SECTION 5 - CHECKS: All checks for \_\_\_\_\_ expenditures will be signed by the Treasurer or other officer if designated at the banking facility.

### ***ARTICLE X*** ***Revision and Approval of Charter***

Suggested revisions to the charter may be submitted as new business at any scheduled \_\_\_\_\_ meeting. Upon approval by a two-thirds majority of members, the charter will be amended to reflect the change. The charter will then be effective upon signature of the President of the \_\_\_\_\_. The charter will be forwarded to the 773 FSS for review and staffing through 673ABW/JA, with final approval by the installation commander or appropriately delegated approval authority.

### ***ARTICLE XI*** ***Dissolution***

In case of dissolution of the \_\_\_\_\_, written notice will be given to the 773 FSS/CL. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. **(In Article XI POs need to clearly define their plan for disposition of residual assets. AFI 34-223, paragraphs 9.2.4 and 12 clearly define disposition of residual assets and liabilities upon dissolution.)**

### ***ARTICLE XII*** ***Insurance Coverage***

A waiver of insurance will be requested from the Installation Commander or designee due to the low risk nature of this organization. Insurance for special activities involving members of the general public, or which are potentially hazardous, will be obtained commensurate with the risk involved.

### ***ARTICLE XIII*** ***Annual Review***

SECTION 1 - REVIEW IN ACCORDANCE WITH AFI 34-223: Each organization is required to undergo an annual review by the 773 FSS to determine if its constitution, bylaws, charter, articles of agreement or other organizational documents, prescribing membership provisions and purposes, still apply. The date of this review will be one year from the date of establishment or date of review.

SECTION 2 – 773d FORCE SUPPORT SQUADRON NOTIFICATION: In accordance with AFI 34-223, we must provide the 773 FSS with:

- (1) Copy of the Constitution and Bylaws.
- (2) Copy of Insurance/Waiver of Insurance.

addresses). (3) List of Current Officers (including office symbols, phone numbers, & Email

(4) Copies of meeting minutes.

(5) Copies of financial statements.

(6) Copies of tax exempt status documents.

Failure to comply with AFI 34-223 will result in recommendation for dissolution.

This charter was approved by a majority of the \_\_\_\_\_ and became effective *(date)*.

*Signature*  
President, \_\_\_\_\_

1st Ind, 673 MSG/CC

MEMORANDUM FOR \_\_\_\_\_

Approved/Disapproved

ERIK N. DUNN, Colonel, USAF  
Commander, 673d Mission Support Group