

Constitution of

YOUR PRIVATE ORGANIZATIONS NAME

Article I

Name and Purpose

_____, Hurlburt Field FL, is an independent private organization that shall be here-in-after referred to in the constitution and bylaws as the “organization”. The purpose of this group is to enhance morale of the men and women of _____.

Article II

General Provisions

The organization operates on a military base only with the consent of the Installation Commander. This is a private organization. It is not a part of the Department of Defense or any of its components and it has no government status. This disclaimer must be prominently displayed on all print and electronic media for the Private Organization. This organization will be self-sustaining. There will be no direct financial assistance to the organization from any non-appropriated fund instrumentality (NAFI) in the form of contributions, dividends, or donations of monies or assets. Operation is contingent on compliance with AFI 34-223 and all applicable Air Force regulations. The membership is liable for organizational debts in the event that the organization’s assets are insufficient to discharge liabilities.

Article III

Officers and Governing Body

Section I. The executive power shall be vested in the executive board who will be elected officers of the organization. Elected officers will consist of a President, Vice President, Recorder and Treasurer. It is the responsibility of the executive board to ensure asset accountability, liability satisfaction, and assuring responsible financial and operational management.

Section II. Newly elected officers should consult 1 SOFSS/FSR for guidance/training on local base requirements, procedures, and information that supplements AFI 34-223. It is the responsibility of the organization to ensure that a new phone list/address is provided immediately upon change to 1 SOFSS/FSR for a current point of contact to always be on file. The new officers will submit updated constitution and bylaws to 1 SOFSS/FSR once elected.

Article IV

Membership Patronage

Section I. The active membership of the organization shall consist of _____ who have subscribed to the purpose and ideas of the organization as set forth in the constitution and bylaws. Membership is open to all persons regardless of age, race, religion, color, national origin, disability, ethnic group, gender (including pregnancy, gender identity and sexual

orientation) provided they meet the requirements of this article. Termination of membership will be automatic upon reassignment out of the squadrons named in Article I.

Section II. Types of Membership:

a. Active Membership is open to all _____.

b. Honorary Membership may be extended to any DOD persons not eligible for active membership. The active membership must approve the application by a two-thirds majority vote at any general or special meeting. A quorum of _____ must be present. Honorary members will not be held liable for any debts incurred by the association.

Article V
Method of Financing

Section I. Dues. Membership dues will be paid _____ and in the following manner _____. Normal dues collection will take place at the general membership meetings in _____. Members that join in between the cycle will pay on a pro-rated basis for the remaining months left on the scheduled payment term.

Section II. The organization will conduct occasional fundraisers such as bake sales, dances, car washes or similar infrequent functions. Prior to such an event all requests will be submitted to 1 SOFSS/FSR who will review this request and forward to 1 SOW/JA and the 1st Special Operations Force Support Squadron Commander for approval in accordance with AFI 34-223.

Article VI
Activities

Section I. The organization will not engage in activities that duplicate or compete with any base Services activity or NAFI, including the Army and Air Force Exchange Service (AAFES).

Section II. The organization must not prejudice or discredit the US Government or conflict with governmental activities in the course of doing business. Solicitation of funds by private organizations for themselves is prohibited on Air Force installations. In addition, this private organization is prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities.

Article VII
Meetings and Quorums

Section I. General membership meetings will be held _____, unless otherwise published. The meeting times will be _____. Special meetings can be conducted at the discretion of the President.

Section II. No voting will take place at a general or special meeting unless a minimum quorum of _____ of members is present.

Article VIII Adoption and Amendments

Section I. The organization will ensure the constitution and bylaws are updated every two years or when there is a change in the purpose of the PO, whichever comes first and forwarded to 1 SOFSS/FSR for approval. The organization can make changes and/or revisions at any time during the year provided two-thirds majority of the quorum approve the change, at a general or special meeting, of the organization. Proposed changes and revisions must be forwarded to 1 SOFSS/FSR for approval and are subject for final review by the 1st Special Operations Force Support Squadron Commander.

Section II. The constitution and bylaws amended by change or revision will remain in effect for a period of not less than six months.

Article IX Dissolution

Upon dissolution of the organization, assets will be disposed of IAW AFI 34-223. No individual member will benefit monetarily or materially from such disposition. Should disposition become necessary by the organization, 1 SOFSS/CC will be notified in writing by the organization. The organization operates only at the discretion of the Installation Commander. Should he/she deem that there is just cause, or when the activities of the organization no longer provide a positive morale or service to installation personnel, the organization can be dissolved by 1SOMSG/CC or installation commander. Whatever funds that are contained in the Treasury at the time of dissolution will be used to satisfy outstanding debts, liabilities, or obligations. The balance of these assets will be donated to base youth programs or local charities.

Article X Insurance

Section I. The organization has the responsibility of obtaining liability insurance against personal injury and property damage claims, and for misappropriation or embezzlement of funds by its members. This responsibility may be waived by 1 SOMSG/CC.

Section II. Due to limited risk exposure, the club will request waiver of this requirement.

Section III. A waiver of insurance request is attached for the installation commander's approval/disapproval. This waiver will be re-submitted annually for approval IAW AFI 34-223.

Bylaws for the

YOUR PRIVATE ORGANIZATION'S NAME

Article I

Duties of Officers

Section I. President. He/she will preside over the general and special membership meetings. The President will appoint committee chairpersons when they are required for special fundraisers or other events. The President will ensure standing committees prepare **quarterly** activities and/or financial reports and will track the progress of each of these committees. If a quarterly reporting cycle is too long, the President will increase the reporting frequency, to ensure good operational and fiscal management is being maintained at all times.

Section II. Vice President. He/she will assume all duties and responsibilities of the President in their absence. The Vice President will perform all other duties as required by the President.

Section III. Recorder. He/she is responsible for maintaining an accurate record of the proceedings and preparing a written memorandum (minutes) to present to the general membership at the next meeting. A copy of each minutes is to be signed by the President, filed in the organization's historical folder, and sent to 1 SOFSS/FSR no later than ten working days following each meeting. The Recorder will take attendance at each meeting, and ensure organizational records are compiled, maintained, and transferred to his/her successor. He/she will perform such other duties as required by the President.

Section IV. Treasurer. He/she will accomplish a financial statement **each quarter** for the organization and forward it to the 1 SOFSS/FSR for review. The Treasurer will collect, disburse and maintain financial records for all monies used by the organization. A consolidated financial statement will be prepared by the Treasurer for the entire calendar year and submitted 1 SOFSS/FSR for review. Semi-annually, a committee appointed by the President from the general membership will audit the treasurer's records. An annual audit performed by an independent certified public accountant is required if monthly gross revenue exceeds the dollar thresholds established in AFI 34-223. If there is an indication of fraud or other improprieties, any member of the organization or the installation commander can request a review be performed. When thresholds do not meet the requirements for a certified audit, and the Executive Board suspects fraud or other improprieties, they may request an audit be performed. IAW AFI 34-223, the installation commander may elect to have an audit performed by the Air Force Audit Agency when he/she deems such action warranted. All audits and financial reviews will be submitted to 1 SOFSS/FSR and filed in the organization's historical folder. All financial records will be audited at least thirty days prior to tenure and/or upon transfer to a new Treasurer. A team appointed by the President from the general membership will accomplish this audit.

Article II

Election, Voting and Tenure

Section I. Any person from the general membership may be nominated as an officer of the organization. The membership will approve the nomination by a two-thirds vote of the active members present at any general or special meeting.

Section II. The term of office for all elected officers will be one year from the time of election.

Section III. Voting will be by a simple majority of all active and honorary members present. No proxy voting is permitted. Voting will take place only if a quorum is present at the time of election.

Section IV. Members will be notified of upcoming elections. Notification of selection will be publicized at least thirty days prior to the beginning of the term of office. Elected officers may be removed by a two-thirds vote of the active membership, providing a notice of termination was submitted to the officer thirty days in advance. Chairpersons and other appointees may be removed at the discretion of the President.

Article III Dues and Fees

Reference Article V of the Constitution. No other dues or fee collections are deemed necessary by the organization.

Article IV Standing Committees

Such committees will be established on a temporary or indefinite basis as deemed appropriate by the organizational President. Such committees operate with limited authority under the discretion of the organizational President. Such committees must follow applicable guidelines, standards, and procedures as outlined in AFI 34-223. When the organization deems these committees no longer required, or the intended purpose/function of the committee no longer exists, these committees can be terminated at the discretion of the organizational President. Each committee chairperson will prepare an activities and/or financial report to be submitted to the organizational President on a monthly basis, or more frequently, if the President determines such a need exists.

Article V Finances and Taxes

Section I. Monies and property of the private organization will come from donations, payments, or other receipts IAW AFI 34-223.

Section II. The organization must comply with all applicable federal, state and local laws governing like civilian activities. If the organization desires tax exempt status, an application

must be submitted to the Internal Revenue Service. A copy of the tax exemption certificate must be sent to 1 SOFSS/FSR for enclosure in the organizations historical record. If tax exempt status is not obtained, copies of yearly tax files must be sent to 1 SOFSS/FSR for inclusion in the historical record. Establishment of tax exempt status will not relinquish the organization from local or state laws. Each member is provided with a copy of the Constitution and Bylaws of the organization. Each member is informed prior to joining that financial liability incurred by the organization may result in individual responsibility. This does not relinquish the members' responsibility even if the organization has been dissolved or redesigned. For this reason, the Executive Board will ensure that a time phased plan of action is prepared for review by the membership, prior to dissolution of assets, or at any time financial statements reflect the organization to be having financial trouble. The organization must be able to discharge its debts. Should the entity fail to do so, it will be the responsibility of its members to ensure that all debts are satisfied.

Article VI
Insurance Coverage

Reference Article X of the Constitution. Should additional coverage be required this article will be amended to include changes/additions.

Article VII
Awards and Gifts

Section I. Expenses of the organization may include competitive awards or contributions for worthy purposes such as base youth activities, childcare centers, or chapel programs.

Section II. The organization will ensure all expenditures meet and are reported within the guidelines established within AFI 34-223.

PRESIDENT

DATE

VICE PRESIDENT

DATE

RECORDING SECRETARY

DATE

TREASURER

DATE