

CONSTITUTION

ARTICLE I NAME

The name of the organization shall be _____.

ARTICLE II PURPOSE

The purpose of this organization is to function as a social and professional organization established to enhance morale, esprit de corps, and cooperation between members.

ARTICLE III AUTHORITY AND LIMITATIONS

Section 1, General. This association is organized as a private organization pursuant to authority contained in AFI 34-223. This association shall be self-sustaining and is not an instrumentality of the United States Government. No appropriated or non-appropriated funds of the United States or its instrumentalities shall be used to support this association, either directly or indirectly. No act or omission of this association or any of its officers, agents, or employees shall create a debt of liability upon appropriated or non-appropriated funds of the United States or any of its instrumentalities. It is acknowledged that this association can only exist on Sheppard AFB upon written consent of the installation commander or designated representative, which consent may be withdrawn at any time the installation commander or designated representative determines such withdrawal of consent to be in the best interest of the Air Force. The consent of the installation commander is contingent upon, but not limited to, compliance with the conditions set forth in Section 2.

Section 2, Specific Limitations:

- a. This organization will not conduct programs that would prejudice or discredit the interests of the United States Air Force or any other agency of the Federal Government.
- b. This organization will not engage in any activity that conflicts or competes with those of any 82 FSS, NAFI, or Army and Air Force Exchange Services (AAFES) on an installation.
- c. This organization will not engage in on or off-base fundraising activities (including bake sales, etc.) unless specific written authorization is obtained from 82 FSS/FSR.

- d. If this organization sells unit souvenirs or memorabilia to include coins, it will do so with the approval of membership in accordance with AFI 34-223.
- e. This organization will not discriminate against anyone based on age, race, color, religion, disability, ethnic group, gender, or national origin.
- f. This organization will comply with all local, state, and federal laws.
- g. When requested by the installation commander or designated representative, this organization will cause an audit to its financial status to be conducted by such person or agencies, as the installation commander shall designate. All books and records of this organization will be made available for such audits, which will not be conducted more often than once each year unless special circumstances require an additional audit.
- h. The installation commander or designated representative may enforce compliance with the above conditions, inquire into the operations of this organization, and withdraw his/her consent for its existence on the installation if he/she deems such action in the best interests of the United States Air Force.

ARTICLE IV MEMBERSHIP

Section 1, General. Membership in this organization will be voluntary. The executive committee shall reserve the right to deny membership to any individual if such membership would bring discredit upon this organization. Membership and related action based upon age, race, religion, color, national origin, disability, ethnic group, or gender is prohibited.

Section 2, Active. The privilege of active membership will be extended to all active duty military and civilian personnel of the United States Air Force assigned or attached in a permanent duty status at Sheppard AFB.

ARTICLE V OFFICERS AND GOVERNING BODY

Section 1, Officers. Officers of this organization shall consist of president, vice president, secretary, and treasurer. Officers will be elected by a majority vote of the members and shall serve a term of 1 year. No member may be elected to the same office for more than two consecutive years. The duties of each officer are outlined in the bylaws.

Section 2, Governing Body. The duly elected officers of the organization will serve as the executive committee. The executive committee will meet when deemed necessary by the organization's president. The presences of three-fourths of the executive committee members is required to constitute a quorum. The committee requires a majority vote of officers present during the quorum to act. Proxy votes will not be permitted.

**ARTICLE VI
MEETINGS AND ELECTIONS**

General membership meetings will be held no less frequently than quarterly. An annual meeting will be held for the election of officers. Procedures for nominations and elections are outlined in the bylaws.

**ARTICLE VII
FINANCES**

Section 1, General. The activities of the organization shall be financed primarily through membership dues, fees, fundraising events, service charges, donations, etc. All fundraising activity must be approved by 82 FSS/FSR. All organization funds will be deposited in a local bank or credit union, and a financial statement will be made available to 82 FSS/FSR upon request. Members do not have proprietary rights in the organizations assets and income will not accrue to individuals except through wages and salaries for employees of the organization.

The organization will comply with all applicable, federal, state, and local tax laws. The membership is liable under the laws of the state of Texas for organizational debts in the event the organizations assets are insufficient to discharge liabilities.

Section 2, Insurance. Liability insurance providing coverage against personal injury and property damage and indemnifying the US Government and Sheppard AFB will be purchased unless a waiver of insurance is granted by the installation commander or his/her delegate. (If waiver is not approved, constitution will not be approved until proof of adequate insurance is provided.) Regardless of any waiver attached, insurance will be purchased whenever a special event is scheduled which may increase the liability risk of the organization or installation.

The president will ensure all members are aware that financial liability incurred by the organization may ultimately result in an individual's personal financial responsibility if the organization fails to discharge its obligations, even though the organization may have been re-designated or dissolved.

Section 3, Gross Revenues. The president/treasurer will provide annual financial statements to 82 FSS/FSR no later than 20 days following the end of the PO's fiscal year. Furthermore, the president/treasurer will appoint an accountant to conduct an audit when annual gross revenues are \$100,000 but less than \$250,000; a Certified Public Accountant will be appointed if annual gross revenues are equal to or exceed \$250,000. The Private Organization will pay for this service to the accountant or CPA.

**ARTICLE VIII
AMENDMENTS**

Amendments to this constitution may be submitted by any member in good standing. At the earliest possible date, the proposed amendment will be presented to the general membership meeting. To be adopted, the amendment must obtain a majority vote of the members present and approval of the 82 MSG/CC through the 82 FSS/FSR prior to adoption.

**ARTICLE IX
DISSOLUTION**

In the event a non-appropriated fund instrumentality on Sheppard AFB fills the need and purpose for which this organization has been created, as set forth in Article II herein, or in the event the membership determines that the need for this organization no longer exists, or when the installation commander or his/her designated representative believes that dissolution is in the best interest of the United States Air Force this organization will be dissolved.

Upon dissolution, the executive committee shall, after paying or making provision for the payment of all the liabilities of the organization, dispose of all residual assets in accordance with a majority vote of the membership consistent with AFI 34-223 including, but not limited to, its prohibition on income accrual to individual members.

CERTIFICATION OF CONSTITUTION

This constitution was approved by a majority of the membership at our general membership meeting.

This the ____ day of _____ 20__.

President,

BYLAWS

ARTICLE I GENERAL

The bylaws and rules governing this organization are published for the information and guidance of all concerned. Members, their families and guests are enjoined to observe the spirit and intent of the bylaws and rules at all times.

ARTICLE II RIGHTS AND PRIVILEGES OF MEMBERSHIP

Copies of this constitution and bylaws will be retained by the secretary and will be made available for inspection by any member at any time. A copy of the constitution and bylaws will be furnished to any member upon request.

ARTICLE III GUESTS

The privilege of inviting guests is extended to all active members. On special occasions requiring a limitation of the number of guests that can be accommodated, the executive committee will specify the number of guests that may be invited by each member. Guests will be required to pay fees applicable to non-members when utilizing facilities of this organization. Dependents of active members are not considered guests and will be accorded all privileges of this organization upon proper identification, such as the age limitations outlined in rules of operation of club facilities.

ARTICLE IV DUES

No member will be assessed a membership fee at any time. Contributions to the organization will be permitted and accepted.

ARTICLE V AWARDS AND GIFTS

Section 1. The organization will send a card or suitable gift to any member or member's dependent who is in the hospital.

Section 2. In the event of death of a member, member's spouse or children, the organization will provide flowers for the funeral.

Section 3. The organization will comply with Air Force regulations governing giving and receiving gifts.

**ARTICLE VI
NOMINATION AND ELECTION**

Section 1, Nominations. All members of the executive committee will be elected at the second meeting of the year from a slate of nominees submitted by the general body at the first meeting of the year. Nominations may be made in writing to the executive committee prior to the first meeting of the year or from the floor during the first meeting of the year. All potential nominees must have at least 6 months remaining on station at the beginning of their term and accept their nomination within one week of the first meeting of the year.

Section 2, Election Procedures. All active members can vote in elections. Elections require a majority vote of votes cast; and in the case where a majority is not received by any single candidate, then a run-off vote shall be held for the top two candidates. Votes will be cast by secret ballot. Proxy votes will not be permitted.

Section 3, Vacancies. Vacancies occurring in the executive committee will be filled by a special election governed by the same practices and procedures for voting as outlined for a general election.

**ARTICLE VII
DUTIES OF OFFICERS**

It shall be the duty of all officers to ensure the organization and its members comply with AFI 34-223 and all other directives affecting the operation of the organization. The executive committee is composed of all duly elected officers of the organization.

Section 1. The president shall:

- a. Preside at all meetings of the membership and the executive committee as necessary, appoint the members of each special committee established by the executive committee, and perform such general functions as may be necessary.
- b. Be responsible for ensuring the PO's constitution and authorization is reviewed annually (during the month of January) and is consistent with Air Force policies as amended.
- c. Ensure all members are aware that financial liability incurred by the organization may ultimately result in individuals' personal financial responsibility if the organization fails to discharge its obligations, even though the organization may have been re-designated or dissolved.
- d. Establish a system, in conjunction with the treasurer, for the protection of club assets and ensure that liabilities do not exceed its income. The vice president shall assist the president, serve as an advisor for the various committee chairpersons and assume the duties of the president in his/her absence.

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Section 3. The secretary shall:

- a. Record the minutes of all membership and executive committee meetings, prepare required correspondence, notify all members of general membership and special meetings as required, and have custody of all organization records. He/she shall submit the organization's constitution and bylaws to 82 FSS/FSR for bi-annual reviews, or as changes occur.
- b. Present minutes of meetings of the organization to 82 FSS/FSR at least monthly and to the executive committee upon request.
- c. Be responsible for sending all gifts and cards. He/she will be authorized to charge flowers and other suitable gifts to the account of the organization.

Section 4. The treasurer shall:

- a. Establish a system, in conjunction with the president, for the protection of club assets and ensure that liabilities do not exceed its income.
- b. Maintain a checking account for the organization. All checks drawn on the organization's account will be signed by a combination of any two of the presiding officers.
- c. Create a budget which details financial plans for annual operations including, but not limited to projection of income, projection of expenses, and projection of capital purchases.
- d. Create financial statements, including but not limited to an income-and-expense statement and a balance sheet. The income-and-expense statement will use the cash basis reflecting monetary events that have occurred during the last 6 months. The balance sheet will account for total assets, liabilities, and net worth of the PO's financial condition over the last 6 months.
- e. Present a financial report of the organization to 82 FSS/FSR at least quarterly and to the executive committee upon request.

ARTICLE VIII STANDING COMMITTEES

There shall be no standing committee.

**ARTICLE IX
AMENDMENTS**

Amendments to the bylaws may be submitted by any member in good standing. At the earliest possible date, the proposed amendment will be presented to the general membership meeting. To be adopted, the amendment must obtain a majority vote of the members present and approval of the 82 MSG/CC through the 82 FSS/FSR prior to adoption.

CERTIFICATION OF BYLAWS

These bylaws were approved by a majority of the membership at our general membership meeting.

This the _____ day of _____ 20__.

President,