

**\_ (Delete and Insert your PO's Name)**

**CONSTITUTION**

**Date:**

**Article 1 - Name and Purpose**

**Section 1 - Name**

The name of this organization has been established and henceforth shall be known as YOUR PRIVATE ORGANIZATION'S (PO'S) NAME. It shall be a private organization established pursuant to the provisions of AFI 34-223, *Private Organization Program*.

**Section 2 - Purpose**

To provide members an atmosphere of unity and harmony to promote mutual respect and cooperation, open and effective communication, in order to promote responsibility and professional development of every person interested in the [purpose of the PO].

**Section 3 - Objectives**

1. Support our community leadership and organizational programs.
2. Enhance the welfare and recognition of all personnel.
3. Establish and elevate the professional and personal development of its members and their community through effective networking and communication in order to [function of the PO].
4. Promote "Team Spirit", to foster and increase understanding of the objectives of the YOUR PO'S NAME and its role in supporting local community programs.

**Article 2 - General Provisions**

**Section 1**

The membership has personal financial responsibilities for organizational debts in the event the organization's assets are insufficient to discharge liabilities. In accordance with the laws of the State of Arizona, the members are jointly and severally liable for the debts of the organization.

**Section 2**

YOUR PO'S NAME operates on Davis-Monthan only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of AFI 34-223, *Private Organization Program*, and other applicable DoD and Air Force instructions and regulations.

**Article 3 - Officers and Governing Body**

**Section 1**

The Executive Board is comprised of the following: President, Vice President, Treasurer, and Secretary.

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## **Section 2**

The elected term of office for all elected officials will be for 1 year. No officer may be elected for more than two consecutive terms of office in the same position previously held.

## **Section 3**

If an elected officer cannot complete the term of office, submit a letter of resignation to an elected officer 14 days prior to effective date of resignation.

## **Section 4**

In the event a vacancy occurs in any elected office, the President shall appoint an active member to serve in the vacated office for the remainder of the term. Appointments will be ratified by a majority of the members. If the President becomes vacant, the Vice President will assume the office. Membership will be voluntary and may be classified as detailed in Article 4.

## **Article 4 – Membership**

### **Section 1**

Active: Members who participate in the management of the organization, who are authorized to hold office therein and vote upon all matters in which the members have an interest, and who may become a member of or chair any standing ad hoc committee. General membership is open to all military or civilian personnel currently in the Davis-Monthan area.

### **Section 2**

Membership will remain active until member PCS's, officially resigns, is convicted of a crime, or brings discredit to the association through their individual behavior (subject to executive board vote).

### **Section 3**

Membership discrimination based on race, sex, religion, color, creed, national origin or age is **STRICTLY** prohibited.

## **Article 5 - Method of Financing**

### **Section 1**

No dues will be required of any members without the approval of the executive officers. Three-fourths of the executive officers must agree to add membership dues.

### **Section 2**

Fundraising/special projects IAW AFI 34-223 and pertinent directives will accomplish financing. Fundraising events can include, but not be limited to the following: Car wash, bake sale, bowl-a-thon, and a golf tournament.

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## **Article 6 – Meetings and Quorums**

### **Section 1**

The general membership meetings of YOUR PO'S NAME shall be held monthly, or when necessary and will be announced via e-mail and at every meeting. In the event the meeting time, date or location changes, the President or Secretary shall notify the membership at the earliest opportunity. Two executive board officers and six active members must be present to constitute a quorum. A quorum is necessary to conduct any business. A majority vote of active members present will be required for acceptance of all actions presented for adoption, including authorization of special projects and expenditures of over \$100. The President may call special meetings. The proceeding of all meeting will be recorded and a copy of the minutes will be made available to the general membership.

### **Section 2**

All proposed activities will be approved by a quorum of the membership pending final approval by the installation commander.

### **Section 3**

Any officer of the organization with proper coordination may call upon special meetings of the members with the parties involved.

### **Section 4**

Regular meeting of the Executive Board shall be held as needed at a time and place designated by the President.

### **Section 5**

The Executive Board should prepare an agenda prior to the next meeting. The agenda should include the introduction of new members.

### **Section 6**

A yearly meeting will be held on the last week of November to conduct the annual election.

## **Article 7 - Adoption and Amendments**

### **Section 1**

This constitution becomes effective once voted upon by majority affirmative vote of active membership present and in good standing at a scheduled meeting. A copy of the constitution and by-laws will be provided to each member of YOUR PO'S NAME within 30 days of approval. All members will be given a copy of the constitution and by-laws. Changes to the constitution or by-laws may be amended by a two-thirds majority vote of members present and in good standing. All proposals to change the constitution or by-laws will be submitted in writing to the Executive Board 15 days prior to the next general membership meeting. The general membership will be given a copy of the proposed change(s) 10 days prior to the next general membership meeting. The proposed amendment or addendum must be distributed in writing to the membership prior to convening the meeting.

### **Section 2**

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This constitution will be updated every 2 years or when there is a change in the purpose of YOUR PO'S NAME as a private organization, whichever comes first.

## **Article 8 - Dissolution**

### **Section 1**

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligation. The balance of the assets will be dispersed of as determined by the membership. If the organization disbands or shuts down, the 355th Force Support Squadron Commander or Deputy Commander will be notified of intent to dissolve and a time-phase action plan will be drafted for review.

### **Section 2**

Upon dissolution or disbandment of this organization, all funds and properties, in excess of liabilities and expenses of the dissolution, will be donated to a charitable organization selected by a majority vote of those members present at the last meeting of this organization.

### **Section 3**

When dissolution actions have been accomplished as prescribed in Section 1 and 2 above, the 355th Mission Support Group Commander shall be officially notified.

## **Article 9 - Insurance**

The President shall request a waiver of the liability insurance requirement of AFI 34-223 from the Installation Commander, or from the Mission Support Group Commander if so delegated, describing in detail the nature of the organization's planned activities. If the request is denied, a public liability and property damage insurance policy, with a coverage limit as recommended by the office of the staff judge advocate (355 WG/JA) and naming the United States Air Force as an additional insured, shall be obtained and kept in force until this organization is dissolved. If the request is granted for general coverage, the President shall notify the installation commander of any planned special events. However, if it is determined that the organization's liability exposure increases, or it holds a special event that raises its liability risk, then the organization will obtain insurance necessary commensurate with the rules involved. All members will be made aware that members are jointly and severally liable for the obligations of YOUR PO'S NAME via yearly briefings, attendance records for these yearly briefings will be maintained for five years.

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**PRESIDENT (Print and sign)**                      **Date**

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**VICE PRESIDENT (Print and sign)**                      **Date**

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**TREASURER (Print and sign)**                      **Date**

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**SECRETARY (Print and sign)**                      **Date**

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**(Insert your Private Organization's name here)**

## **BY-LAWS**

**Date:**

### **Article 1 - Duties of Officers**

#### **Section 1**

YOUR PO'S NAME executive officers shall retain the responsibility to ensure the objectives of the organization are met. The Executive Board shall include the President, Vice President, Secretary, and Treasurer.

#### **Section 2**

YOUR PO'S NAME executive officers also retain the direct responsibility to ensure that no actions are perpetuated that would bring discredit upon the United States Air Force, the United States of America, the State of Arizona, or its citizenry.

#### **Section 3**

The President shall preside at all general membership meetings and shall perform general executive functions as necessary.

#### **Section 4**

The Vice President shall perform the duties of President in his/her absence. The Vice President shall assist the President in maintaining order at all meetings, call for and verify all votes during proceedings. Ensure that proper protocol is observed when VIPs are invited to attend sponsored functions.

#### **Section 5**

The Secretary shall record minutes of all general membership and Executive Board meetings, prepare required correspondence, notify all members of meetings at the direction of the President or his representative, and will be the custodian of the Constitution and By-Laws for administrative review. The Secretary will also submit all amendments and addendums to the Constitution or By-Laws to the 355th Force Support Squadron Commander for review and forwarding to the 355th Mission Group Commander for approval. Meeting minutes should be distributed within 2 business calendar days.

#### **Section 6**

The Treasurer will collect and disperse all funds under the supervision of the YOUR PO'S NAME Executive Board. Maintain all financial records required by appropriate United States Air Force directives. The Treasurer shall:

- a. Present a financial report to the membership at each scheduled meeting.
- b. Establish an account with a banking facility in the name of the YOUR PO'S NAME and ensure that all financial transactions are accomplished via checks (except for income from fundraisers).
- c. Ensure two members of the Executive Board sign all checks or deposit slips. Ensure all

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financial transactions are approved by the Executive Board and documented in accordance with the YOUR PO'S NAME Constitution. The current Executive Board members are the only individuals authorized to utilize this account.

e. All receipts incurred for any expenditure will be turned over to the Treasurer immediately.

## **Article 2 - Elections and Voting**

### **Section 1**

To provide for continuity, Executive Board officers will be elected by an affirmative majority vote of active members at the annual general membership meeting scheduled the last week of November.

### **Section 2**

Nominations for office will be conducted in the month prior to election. Notice shall be written to include date, time, place of election, and names of the candidates for each office. Inclusion of this in the minutes will preclude the notice. Newly elected officers will take their position once the election has been made official (i.e. documented).

### **Section 3**

No members will be elected to office unless the member has been notified and concurs with the nomination.

### **Section 4**

Absentee votes may be cast between the time the nominations are released and the time of the election meeting. The Executive Board will retain absentee ballots.

## **Article 3 - Dues**

No membership dues will be required throughout the organization. Funding for the organization will be through fundraising projects.

## **Article 4 - Committees**

### **Section 1**

Ad hoc committees will be established based upon the needs and objectives of the YOUR PO'S NAME. All ad hoc committees will consist of a Project Coordinator and at least two active members appointed by the YOUR PO'S NAME President. The President, Vice President, Secretary, and the Treasurer will address the creation, operation and termination of all other committees.

### **Section 2**

Ad hoc committee members will be from the general membership of the YOUR PO'S NAME. Each ad hoc committee will appoint a spokesperson as a point of contact to report the activities of the ad hoc committee to the President and general membership. Each ad hoc committee spokesperson should be prepared to brief its status at each general membership meeting.

## **Article 5 - Finances and Taxes**

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## **Section 1**

The YOUR PO'S NAME shall be established as a tax-exempt private organization. Financial reports will be submitted to 355th Wing Financial Services Office, Private Organization Monitor, on a quarterly basis. The treasurer is authorized to sign checks up to \$500. Two executive board members must sign any check over \$500. Membership is liable under the laws of Arizona for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Should a debt be the result of an unauthorized act on the part of any member or officer, that member or officer will be held financially accountable to the association. Under the laws of the State of Arizona, the members are jointly and severally liable for the debts of the organization.

## **Section 2**

All fundraisers must receive prior approval from 355 Force Support Squadron Commander.

## **Section 3**

The YOUR PO'S NAME Executive Board will in no way receive financial compensation for their service.

## **Section 4**

The Executive Board (through a majority vote) may make use of funds, not to exceed \$100 per request. The funds used will be reported to the general membership at the next meeting. The Treasurer will maintain record of all transactions.

## **Section 5**

Distribution of funds, in excess of \$100 can only be made only after ratification by the general membership. The Treasurer will maintain an accurate record of all transactions.

## **Section 6**

No part of the net earnings of the organization shall be for benefit of, or be distributed to its members or private persons. The organization shall be authorized to pay reasonable compensation for materials rendered.

## **Article 6 - Insurance Coverage**

### **Section 1**

The President shall request a waiver of the liability insurance requirement of AFI 34-223 from the installation commander describing in detail the nature of the organization's planned activities. If the request is denied, a public liability and property damage insurance policy, with a coverage limit as recommended by the office of the 355th Wing Judge Advocate and naming the United States Air Force as an additional insured, shall be obtained and kept in force until this organization is dissolved. If the request is granted as to general coverage, the President shall notify the installation commander of any planned special events. However, if it is determined that YOUR PO's NAME liability exposure increases, or it holds a special event which raises its liability risk, then the Committee will obtain necessary insurance commensurate with the rules involved. All members must be aware that, generally, members are jointly and severally liable for the obligations of the YOUR PO'S NAME.

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**Section 2**

Members of this organization can be held pecuniarily liable if the assets of the organization fail to meet its obligations and debts.

**Article 7 - General**

**Section 1**

Membership Conduct and Code of Ethics: Members of the YOUR PO’S NAME shall be prohibited from using their membership to influence senior or subordinate members of the YOUR PO’S NAME for personal gain or to obtain special consideration in the discharge of official military duties.

**Section 2**

Audit: An ad hoc committee appointed by the general membership will conduct an annual review of fiscal records and operating procedures. The annual review will be completed by the suspense established by 355<sup>th</sup> Force Support Squadron and the results will be reported to 355th Force Support Squadron Financial Plans.

**Section 3**

Any changes or amendments to the Constitution and By-Laws will be forwarded to the appropriate officers of the organization and the Mission Support Group Commander for approval.

\_\_\_\_\_  
**PRESIDENT (Print and sign)                      Date**

\_\_\_\_\_  
**VICE PRESIDENT (Print and sign)                      Date**

\_\_\_\_\_  
**TREASURER (Print and sign)                      Date**

\_\_\_\_\_  
**SECRETARY (Print and sign)                      Date**

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