

CONSTITUTION AND BY LAWS

ARTICLE 1

Name and Purpose

Section 1. Name: The name of this organization will be the Top Four Advisory Group (Non-Profit Organization).

Section 2. Purpose: The purpose and objectives of the Top Four Advisory Group will be to promote friendship, good will, and work towards the betterment of the 97th Logistics Readiness Squadron in enhancing spirit de corps and team cohesiveness. We will also assist the commander in maintaining high morale, supporting policies, special projects and support unit, base, and community activities to enhance the 97th Air Mobility Wing's image.

ARTICLE 2

General Provisions

Section 1. Authority: This organization is created under the authority of AFI 34-223 and will operate on Altus Air Force Base only with written approval of the installation commander or his designee. This organization is not a non-appropriated fund instrumentality, nor is it entitled to the privileges and immunities of the Federal Government. The Top Four Advisory Group is a Type 3 private organization.

Section 2. Liability: The membership is liable under the laws of Oklahoma for organization debts in the event the organization's assets are insufficient to discharge liabilities.

Section 3. Limitations: The actions of this organization will not discredit or prejudice the United States Air Force or Altus Air Force Base. This organization will conform to and will abide by all relevant requirements of AFI 34-223 and all pertinent directives.

ARTICLE 3

Officers and Governing Body

Section 1. Officers consisting of President, Vice President, Secretary, and Treasurer shall govern this organization.

Section 2. Description of Officer's Duties:

a. The President shall preside over all business meetings. He/She may call meetings as necessary. He/She will accept volunteers and/or appoint chairpersons for all committees and insure arrangements for all social functions have been made. In the event an issue under vote is equally divided, the President will cast the deciding vote. The President along with the Treasurer will authorize payments from the Top Four Advisory Group for items in excess of \$100.00. Expenditures in this amount will be authorized only after

ascertaining the desires of the membership. A majority vote of the members present at a regularly scheduled or called meeting will constitute authority for the article(s) in question. The President will sign, along with one other officer, all checks for disbursement of association funds.

b. The Vice President shall assist the President and preside over any meeting the President is unable to attend. He/She shall succeed automatically to the Presidency at any time the President is unable or unwilling to complete his/her full term of office. The Vice President will inherit all authorities and powers of the President during any absence of the President. He/She will sign, along with another officer, all checks for disbursement of association funds in excess of \$100.00, in the absence of the President.

c. The Treasurer shall collect and receive all contributions and monies due to the Top Four Advisory Group, keeping records of all monies received and by whom paid. He/She shall make disbursements from the funds of the association upon authorization, and whenever requested. He/She shall complete a monthly treasurer's report to be read and approved at each business meeting. All funds will be maintained in a checking account. He/She will also maintain a listing, by name, of all members, sign all checks less than \$100.00, sign along with the President, or another officer filling the position of President in the absence of the President, all checks over \$100.00. He/She will complete an annual financial statement.

d. The Secretary records and maintains minutes of all general membership meetings and presents said minutes on the organization at each subsequent meeting. One copy of the minutes will be sent to the commander, 97th Services Squadron. He/She will maintain correspondence generated by and for the association. Notify all members of meetings prepare termination letters, keep an accurate record of all officers and members of the association.

Section 3. Election.

a. Nomination/Elections will be held annually in January and turn over will be no later than 1 February. All persons shall serve one year in any officer position. Officers will be chosen by a majority vote of members at present meeting.

b. Any active member may nominate himself or herself or any other active member for any office. No member may be elected to more than one office at any one time. Voting will be accomplished by secret ballot. The current President will only vote in case of a tie vote. Chief Master Sergeants or the First Sergeant may not be elected as officers of the organization, but will act in an advisory role.

Section 4. Termination of Officer:

a. An officer may be removed from office for cause with a 2/3 vote of members present at a monthly meeting. The proposal for removal will be brought before the members in writing.

b. Officers may resign from office any time during their period of office. Additionally, when officers depart from the local area or are discharged from active duty or change organization of assignment, they will be removed from office.

Section 5. Filling Vacancies: A voting member of the association will be appointed by a majority vote of the officers to fill a vacated position for the remaining period of the term of office.

ARTICLE 4 Membership

Section 1. Qualification for Membership: Active membership eligibility will be extended to any Top Four NCO, Technical Sergeant selective, contracted enlisted retirees, and retirees from the top four enlisted grades assigned to the 97th Logistics Squadron, Altus Air Force Base, Oklahoma. Application for membership can be made at any business meeting or by contacting any elected officer. Membership participation and/or acceptance will not be determined or limited by race, color, sex, religion, or national origin.

Section 2. Employment: The Top Four Advisory Group shall not discriminate on the basis of race, color, sex, marital status, age, religion, national origin, lawful political affiliation membership in labor organizations, or physical handicap. Additionally, no employment will accrue to individual members except through wages and salaries for employment or other payment for services rendered.

Section 3. Type of Membership:

a. Voting Member: A voting member will be any member of the Top Four Advisory Group except the President and must be in good standing with dues. The President will only cast a vote in cases of a tie.

b. Honorary Members: Honorary membership may be bestowed upon anyone voted upon by 2/3 of voting membership present at an announced membership meeting. Honorary members will enjoy all the benefits of regular members, except they will not be entitled to vote. They can participate in any fund-raising activities.

Section 4. Termination of Membership: Membership in the association will terminate upon the request of the member.

ARTICLE 5 Method of Financing

Section 1. Dues: The Top Four Advisory Group will collect voluntary dues in the month of January. The established amount will be \$12 per year and is good from January to

January. Dues will not be pro-rated due to TDY's; however, dues will be pro-rated for PCS. The Treasurer will keep records of all paying members.

Section 2. Fund-Raising Activities: Additional funds will be raised through fund-raising activities such as car washes, bowl-a-thons, golf tournaments, concession activities, bake sales, etc. Fund raising activities will be voted on and approved by a majority of the present voters before project committees are established. The Top Four Advisory Group will not compete or engage in activities that duplicate AAFES, Services, or NAFI activities.

Section 3. Pay outs: Pay outs and donations under \$100 do not need a vote and may be decided on by the President or by any elected officer of the Top 4 who is acting as President. They will include:

1. Top 4 member's retirement \$100 (must be a member with dues in good standing; good standing is defined as being paid up from the time of becoming member eligible due to PCS or promotion)
2. ALS graduation dinner for member and their spouse.
3. MSG\WING annual award winner's dinner, member and spouse; WING quarterly award winner's dinner, member only.
4. LRS Top 4 is responsible for holding\financing the annual Squadron picnic.

Further customary donations and pay outs to be included in these bylaws must be voted on by Top 4 quorum during the normal monthly meeting by a show of hands.

ARTICLE 6

Activities

All fund raising activities will be coordinated with Services Squadron Commander, Altus Air Force Base, and must be approved in writing by the installation commander, or delegated representative. All fund-raising activities will be in compliance with AFI 34-223.

ARTICLE 7

Meetings and Quorums

Section 1. Types of Meetings

- a. Membership Meetings: These meetings will be presided over by the President or Vice President for the purpose of, but not limited to, the discussion of regular items of interest and concern, appointment of committees, committee reports, and disbursement of funds, etc. All voting and honorary members will be allowed to bring the membership any item of business they feel appropriate for discussion and a call for a vote.

- b. Election Meeting: The President in advance of scheduled elections will call Election meetings. These meetings will be held for the sole purpose of electing new officers as required under Article 3 of this constitution.
- c. Special Meetings: Special meetings will be called by the President as agreed by the board of officers to bring vote information, such as a nature that it cannot be stayed until the next membership meeting.

Section 2. Quorum Requirements: A quorum will consist of a majority of the voting members in attendance at the meeting.

Section 3. Time and Place of Meeting: The association will meet on a monthly basis, as a minimum. Meetings can be held at any designated place voted on by active members in attendance at the previous month's meeting. If no designated place is voted on, it will be held in the 97th Logistics Readiness Squadron Training room. The Top Four President will schedule all meetings as required.

Section 4. Minutes: The secretary will read aloud the minutes from the last meeting. The membership will vote to approve the minutes as read or as changed when necessary. The Secretary will forward one copy of the minutes to the unit commander, 97th Services Squadron, through the association's President.

Section 5. Voting: Motions will be made and seconded before they are voted on at each meeting. The hand count method will be used at all meetings, with the exception of the elections when ballot voting will be used. Regular members as identified in Article 4 of this constitution may vote on all issues.

ARTICLE 8

Dissolution

Section 1. Dissolution: Should the need to or desire for the Top Four Advisory Group to expire the association will be dissolved.

Section 2. Procedure for Dissolution: Dissolution of the association will be approved by 2/3 vote of regular membership. The assets on hand will be used to satisfy all existing liabilities. If liabilities exceed assets exist after satisfying all liabilities, these funds may be distributed to another Altus Air Force Base private organization. Members will vote on distribution.

ARTICLE 9

Insurance

The association is authorized to obtain public liability/property damage insurance when deemed necessary by the board in coordination with the Staff Judge Advocate. If such insurance is acquired, it will expressly provide that "neither the United States Government nor any non-appropriated fund instrumentality will be held liable for any

claims on judgment against the Top Four Advisory Group or its members. At the present time the installation commander has waived the insurance requirement.

CHARTER OF THE TOP FOUR ADVISORY GROUP

Approved Disapproved
Date:

Colonel James D. Peccia
Commander, 97th Mission Support Group

Approved Disapproved
Date: 09-Sep-2010



Digitally signed by
BALLOR.MICHAEL.P.JR.
1052944585

MSgt Michael P. Ballor Jr.
President, Top Four Advisory Group