

# **BYLAWS**

**(Organization Title)**

The following Bylaws are set forth for the normal operation and administration of the Association and will be directed on and a guide for association officers and members.

## **ARTICLE I DUTIES OF OFFICERS**

1. President:
  - a. Responsible for enforcement of the Constitution, Bylaws, and standing rules of the Association and ensuring the Association is governed by such rules and regulations.
  - b. Presides at all meetings of the Association.
  - c. Ex-officio member of all committees except the Nomination Committee.
  - d. Appoints special committees as deemed necessary.
  - e. Signs all minutes of the Association
  - f. Authorized to approve for payment by the treasure any bills, not included in the budget, for the Association operation, not to exceed \$50.00 or the balance, whichever is lesser.
  - g. Appoint a nominating committee prior to each election.
  - h. May co-sign checks.
  - i. Will notify Force Support Squadron Commander/Director in writing of intent to dissolve the Association. The intent letter will include a time-phased action plan IAW AFI 34-223 paragraph 12.3.
  
2. Vice President:
  - a. Assumes the duties of the President in his/her absence.
  - b. Insures the accounts of the Association are audited prior to being turned over to the incoming Treasure.
  - c. May co-sign checks.
  
3. Recorder:
  - a. Records proceedings of each meeting of the Association and Executive committee
  - b. Maintains a copy of the Constitution, Bylaws, and current standing rules which will be available to the membership.
  - c. Acts as Chairperson in absence of both the President and Vice President.
  - d. Forwards approved minutes of each meeting to the group commander, senior enlisted advisor, FSS commander, and members.
  
- e. Maintains a correspondence file.
- f. May co-sign checks.

4. Treasurer:
  - a. Receives and disperses funds belonging to the Association as directed by the general membership or the Executive Committee.
  - b. The custodian of all Association funds.
  - c. Will maintain all authenticated receipts on all fund transactions.
  - d. Provides a financial statement at each monthly meeting. The statement will contain the status of all financial transactions and the current financial balance.
  - e. Provides an annual financial statement to Base FSS Resource Management Flight.
  - f. May co-sign checks.

## **ARTICLE II ELECTIONS AND VOTING**

1. Officers shall be elected at the September meeting. Officers will hold office for one-year term starting on the first day of the fiscal year.
2. Nominations shall be submitted at the August meeting. Nominations may include a brief resume about the nominee.
3. A simple majority vote (via secret ballot or tracked email) of the general shall be required to elect an officer.
4. The President may request the resignation of an officer at a special meeting. An officer may also be voted out of office by a majority vote at a special or general membership meeting. In either situation, the officer concerned must be notified in writing of the pending action and given the opportunity to present his/her appeal before the general membership. Voluntary resignation must be submitted to the president in writing at least one month prior to vacating office.
5. Filling Vacancies:
  - a. All vacancies created by removal or resignation will be filled by special election for the remaining term of office.
  - b. The President may fill a vacancy by an interim appointment until an election can be held.

## **ARTICLE III STANDING COMMITTEES**

1. Executive Committee:
  - a. Charged with ensuring compliance with the Constitution and Bylaws.
  - b. Will review all proposed constitutional changes.
  - c. Will annually review the Constitution and Bylaws.The Executive Committee will meet as required.
  
2. Ways and Means Committee:
  - a. Shall be the fiscal and monetary guidance for the Association.
  - b. Chairperson of the Ways and Means Committee shall be responsible for the purchase of supplies and equipment of any fundraising activities.
  - c. The committee will be composed of at least two volunteers from the Association general membership.
  - d. The committee shall meet as required and the following activities shall be ongoing functions:
    - i. The membership will be briefed monthly by the Chairperson of this committee.
    - ii. Estimate yearly expenditures on fiscal year basis.
    - iii. Plan and suggest activities to meet estimated yearly expenditures for general membership approval.
    - iv. Take suggestions from the general membership on possible fund raising activities.
  - e. [Overseas the POs fundraising activities]

## **ARTICLE IV INSURANCE COVERAGE**

1. The President will request the installation commander to waive the liability insurance required in accordance with AFI 34-223. The request for waiver will describe in detail the nature of the Association's activities.
2. If the request is denied, liability coverage against personal injury and property damage, with a coverage limit as specified by the installation commander, naming the U. S. Air Force as an additional insured, shall be obtained and kept in force until this Association is dissolved.
3. If the request is granted as to general coverage, the President will notify the installation commander of planned special events and obtain coverage as required.

## **ARTICLE V MEETINGS, QUORUMS, AND DUTIES**

### **SECTION I:**

General membership meetings normally will be third or fourth Monday of each

month.

**SECTION II:**

No quorum of the membership is required to be present to conduct business at a general membership meeting.

A quorum of not less than 75 percent of the Executive Committee must be present in order to conduct business.

**SECTION III:**

Members are highly encouraged to pay dues in the amount of \$1 per month or \$10 per year, dues are, however, not mandatory.

[Consider adding a requirement to follow Robert's Rules of Order]

*Signature (Wet or Digital accepted)*

NAME

Position, PO Name