

Date

MEMORANDUM FOR 92 FSS/FSR

FROM: PO Name

SUBJECT: Constitution and Bylaw Review Request

1. The private organization PO Name is requesting to have our constitution and/or bylaws reviewed IAW AFI 34-223, *Private Organization Program*.
2. We understand the approved documents are effective for 2 years and must be reviewed by the anniversary date, or if there is a change in the purpose of our group, whichever comes first. We further understand that any changes to the constitution or bylaws will require them to be routed for approval through 92 ARW/JA, 92 FSS/FSR, and 92 MSG/CC before they can be used in our Private Organization.
3. If you have any questions, please contact POC Name and Number.

Signature

PO Representative Signature Block