

**CONSTITUTION OF \_\_\_\_\_**  
(Name of Private Organization)

***(NOTE: All text in italics serves as a replacement for a name or an explanation of a requirement, and the italicized text is not to be included in the original constitution or by-laws FAILURE TO FOLLOW THIS FORMAT MAY RESULT IN THE CONSTITUTION AND BYLAWS HAVING TO BE REVISED AND RESUBMITTED!)***

**ARTICLE I  
NAME AND AUTHORITY**

The name of the organization shall be \_\_\_\_\_ and hereafter shall be referred to as \_\_\_\_\_. This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status. This private organization will be operated on Hill AFB, Utah pursuant to the provisions of AFI 34-223. The organization shall be self-sustaining and operate only with the consent of the installation commander. Operation is also contingent on compliance with the requirements and conditions of all applicable Air Force regulations. ***(Mandatory)***

**ARTICLE II  
PURPOSE**

The purpose of the \_\_\_\_\_ is to function as a social and professional organization established to enhance morale, esprit de corps, and cooperation between members. ***(Recommend this paragraph be short and concise but include all facts as those not included could later be considered not within the intent of the organization).***

**ARTICLE III  
MEMBERSHIP OR PATRONAGE**

a. The membership is jointly and severally liable under the laws of the State of Oklahoma for organizational debts or liabilities in the event the organization's assets are insufficient to discharge liabilities.

b. The \_\_\_\_\_ will not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender. ***(Mandatory)***

c. Membership in the \_\_\_\_\_ is open to: ***(primarily limited to members of the DoD family).***

d. Individuals may apply for membership by ***(explain application process or other affirmative action required for membership).*** ***(Mandatory)***

- e. Continuing membership is based upon *(annual, seasonal)* enrollment commencing \_\_\_\_\_ . *(Mandatory)*
- f. Membership in the organization can be terminated by resignation or by notification/disciplinary action by \_\_\_\_\_ *(failure to pay dues, etc.)*. *(Mandatory)*
- g. Membership can be reinstated by application in writing to \_\_\_\_\_ for consideration.

**ARTICLE IV  
OFFICERS AND GOVERNING BODY**

- a. The officers of the \_\_\_\_\_ shall consist of President, Vice President, Secretary, and Treasurer *(other officers optional)*. The duties of the officers are outlined in *(list Article/paragraph)* of this Private Organization's By-laws.
- b. The Executive Board shall consist of the officers plus *(others are optional)* and the President shall preside over all official meetings of the general membership or the Board.

**ARTICLE V  
MEETINGS AND ELECTIONS**

- a. General membership meetings will be held not less frequently than *(semi-annually, quarterly, annually)*. *(Mandatory, select one category.)*
- b. An annual meeting will be held for the election of officers. Procedures for nominations and the elections are outlined in *(list Article/paragraph)* of the By-laws.
- c. A quorum for all official meetings is \_\_\_\_\_% of the total membership at board meetings and \_\_\_\_\_% of the total membership at general membership meetings. *(Mandatory)*  
*(Optional: The presiding officer will not have to vote except in case of a tie.)*

**ARTICLE VI  
EXECUTIVE BOARD/COUNCIL/OFFICER  
ADDED REQUIREMENTS**

- a. The President shall be responsible to ensure the club's constitution and authorization is reviewed annually *(during the month of January)* and is consistent with Air Force policies as amended. The constitution and by-laws must be updated every two years or when there is a change in the purpose of this organization or a change in officers.

b. The President or Treasurer (*select one or both the President and Treasurer [the Treasurer and President cannot be the same person]*) shall establish and maintain a system for the protection of club assets and ensure the liabilities do not exceed its income.

c. Members do not have proprietary rights in the club's assets. Income will not accrue to individuals except through wages or salaries for employees or other payment for services rendered.

d. The Secretary will forward one copy of all official minutes and financial reports to the Resource Manager, 75 FSS/FSR.

e. Liability insurance providing coverage against personal injury and property damage and indemnifying the US Government and Hill AFB will be purchased unless a waiver of insurance signed by the installation commander is appended hereto. Regardless of any waiver so attached, insurance will be purchased whenever a special event is scheduled which may increase the liability risk of the organization or installation. (*Note: A request for waiver should be a separate document. The request may accompany the constitution when it is sent forward for approval. When the waiver is approved, the approval will be amended to the constitution and returned with the approved constitution to the organization. If the waiver is not approved, the constitution will not be approved until proof of adequate insurance is provided.*)

f. The President will ensure that all members document in writing that they 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 redesignated or dissolved.

## ARTICLE VII FINANCES

a. The club's unobligated assets will not exceed \$XXXX except for special one-time projects approved by the general membership. (*This will ensure that the current membership will be the recipients of their labors*). (**Optional**)

b. A majority of club members 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. \_\_\_\_\_ pays for this service to the CPA. (**Mandatory**)

c. All funds will be deposited in the     (bank)     and a financial statement will be reported and recorded in the official minutes of meetings on a timely basis.

d. All expenditures will be made by check except for petty cash requirements. Checks amounting up to and including \$XXXX may be signed by the Treasurer, and check exceeding \$XXXX must be countersigned by the President or Vice President. (**Optional**)

e. The \_\_\_\_\_ shall be financed primarily through membership dues and fees, fund-raising events, service charges, donations, etc. All fundraisers will be approved by the 75th Force Support Squadron Director.

f. The \_\_\_\_\_ will not engage in activities which compete with those of any FSS, NAFI, or Air Force Exchange operation on an installation, except as provided in AFI 34-223. *(Mandatory)*

g. The \_\_\_\_\_ will not engage in on-base resale activities (including bake sales, car washes, etc.) unless specific written authorization is obtained from 75th Force Support Squadron Director. *(Mandatory)*

h. The \_\_\_\_\_ will comply with all applicable local, state and federal laws governing like civilian activities. *(Mandatory)*

i. The \_\_\_\_\_ will not conduct any organizational fundraising activity during the Combined Federal Campaign or the Air Force Campaign. *(Mandatory)*

## **ARTICLE VIII DISSOLUTION CLAUSE**

DISSOLUTION: Upon dissolution, \_\_\_\_\_'s officers must notify the 75th Mission Support Group Commander or the 75th Force Support Squadron Director of its intent to dissolve the private organization and prepare a time-phased action plan to do so. *(the board, officers, etc)* shall, after paying or making provision for the payment of all outstanding debts, liabilities or obligations of the \_\_\_\_\_, dispose of all the assets of the \_\_\_\_\_ to such organization or organizations which shall qualify as an exempt organization or organizations under the Internal Revenue Code of 1986 (hereinafter referred to as the "Code"), or the corresponding provisions of any future United States Internal Revenue law.

*(The group should consider inserting one of the following additional sentences:)* Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction upon suitable proceedings brought for the purpose exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for tax exempt purposes. *--or--* Any such assets not so disposed shall be donated to a USAF NAF or to the USAF as determined by the (board) (officers) in accordance with AFI 34-201 or AFI 51-601.

**ARTICLE IX  
AMENDMENTS**

Amendments to this constitution may be submitted by any member in good standing by (describe how to submit amendments). At the earliest possible date, the proposed amendment will be presented to the general membership meeting. To be adopted, the amendment must receive a majority vote of the members present. Approval of amendments and adoption of the Constitution are subject to the final review by the Installation Commander, Hill AFB, or if the authority has been delegated, by the 75th Mission Support Group Commander through the 75th Force Support Squadron Commander. *(Mandatory)*

**ARTICLE X  
INSURANCE**

The \_\_\_\_\_ will maintain the type and amount of insurance determined to be necessary by the Installation Commander, Hill AFB, Utah.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

**BY-LAWS**  
**(Name of Private Organization)**

**ARTICLE 1**  
**DUTIES OF OFFICERS**

Section 1: 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 Board is composed of all the appointed and elected officers of the Organization, and *(must be identical to Article IV of the Constitution)*.

Section 2: The President shall preside at all meetings of the membership and the Executive Board as necessary, appoint the members of each special committee established by the Board, and perform such general functions as may be necessary.

Section 3: 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 absence.

Section 4: Secretary and Treasurer *(Note: The Secretary and Treasurer cannot be the same person. Their duties may be the same or separate. If so, list the duties of each.)*

a. The Secretary *(or)* Treasurer *(or both)* shall record the minutes of all membership and Executive Board meetings, prepare required correspondence, notify all members of General Membership and Special Meetings as required, and have custody of all organization records. The Secretary *(or)* Treasurer *(or both)* shall submit the Private Organization's Constitution and By-laws to 75 FSS/FSR for annual review, during the month of January or as changes occur.

b. The Secretary *(or)* Treasurer *(or both)* shall be responsible for sending all gifts and cards. Secretary *(or)* Treasurer *(or both)* will be authorized to charge flowers and other suitable gifts to the account of the organization.

c. A checking account will be established for the Organization. All checks drawn on the Organization's account will be signed by a combination of any two of the presiding officers.

d. Except for petty cash expenditures up to \$\_\_\_\_\_, all funds will be disbursed by check.

e. Each section and the Command Section Representative will be responsible for notifying the Secretary *(or)* Treasurer *(or both)* of any hospitalization, birth, or death that affects any member of their squadron or section.

f. The Treasurer is required to prepare and use budgets as a financial management tool. The budgets should be presented to the officers and governing board for review. ***(Mandatory)***

g. The Secretary (*or*) Treasurer (*or both*) is required to present a financial report and minutes of meetings of the organization to 75 FSS/FSR at least annually as of 31 January, and to the Executive Board upon request.

## **ARTICLE 2 ELECTIONS AND VOTING**

Section 1: The officers shall be elected at a General Meeting or a Special Meeting called for that purpose, by an affirmative vote of a majority of the membership.

Section 2: Nominations for the organization's first slate of officers will be made from the floor at the first General Membership Meeting. For future elections, nominations for officers shall be made by a Nomination Committee of three active members appointed by the Board. Additional nominations may be made from the floor at the election. The notice of meeting will be posted at least 15 calendar days prior to the election, and will provide the time, date, and place of the election.

## **ARTICLE 3 DUES OR FEES**

No member will be assessed a membership fee at any time. Contributions to the organization, however, will be permitted and accepted. (*or*) Membership dues will be \$ \_\_\_\_\_ per \_\_\_\_\_ (*year/month/quarter*) payable to the Secretary (*or*) Treasurer (*or both*) by \_\_\_\_\_ day of \_\_\_\_\_. (*Membership dues are Optional at the discretion of the PO. If no dues/fees will be charged, include just the first two sentences*).

## **ARTICLE 4 STANDING COMMITTEES**

Section 1: There shall be no Standing committees; or list names/types of standing committee(s).

Section 2: All committees shall consist of a chairperson and not less than two members.

Section 3: There shall be special committees as determined by the Executive Board.

**ARTICLE 5  
FINANCES AND TAXES**

Section 1: The Treasurer will maintain detailed records of all the organization's income and expenses. Per AFI 34-223, the Treasurer will prepare and send a financial statement to 75 FSS/FSR annually as of 31 January.

Section 2: In addition the Treasurer will prepare a monthly financial statement and submit it to the Executive Board for review. The Executive Board will appoint an outside party to review the Organization's financial records upon change of Treasurer.

**ARTICLE 6  
INSURANCE COVERAGE**

The \_\_\_\_\_ agrees to hold harmless and indemnify the United States, Department of Defense, and any of its agents or sub-units for claims arising from any of the organization's activities. *(Mandatory)*

The \_\_\_\_\_ conducts only low-risk activities, (fund raisers and parties) and will request an insurance waiver annually from the Installation Commander, Hill AFB, Utah. Insurance will be purchased if specific events include a greater risk of injury or damage. *(Mandatory)*

**ARTICLE 7  
AWARDS/GIFTS**

Section 1: The \_\_\_\_\_ 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 \_\_\_\_\_ will provide flowers for the funeral.

Section 3: Additional expenditures of \$ \_\_\_\_\_ or less may be approved by any two members of the Executive Board. Expenditures in excess of \$ \_\_\_\_\_, but less than \$ \_\_\_\_\_ must be approved by a majority vote of the entire Executive Board. All expenditures in excess of \$ \_\_\_\_\_ must be approved by a majority vote of the general membership, either at a general or special membership meeting.

Section 4: The \_\_\_\_\_ will comply with Air Force regulations governing giving and receiving gifts. *(Mandatory)*



**CERTIFICATION OF BY-LAWS**

I certify these by-laws were approved by a majority vote of the membership at our General Membership Meeting held on \_\_\_\_\_ :

\_\_\_\_\_  
President