

# Constitution

(Private Organization (PO) Name) <sup>1</sup>

## Article 1 Name and Purpose

The (Name of PO) is established as a private non-profit organization and is operated with its Constitution and governed by the provision of Air Force Regulations.

The (Name of PO) 's primary purpose is:

(Type details of the PO's purpose here.)

## Article 2: General Provisions

This private organization is organized IAW AFI 34-223. It is not an instrumentality of the United States Air Force and in no way are federal appropriated or non-appropriated funds to be used in this private organization.

This private organization operates on a military base only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force Regulations.

Any employment by the organization will not be based on age, race, religion, color, national origin, disability, ethnic group or gender (including pregnancy, gender identity and sexual orientation).

The members are jointly and severally liable for the obligations of this private organization, and they will be informed of this liability. Each member will be required to acknowledge his or her understanding of this liability in writing.

### Specific Limitations:

- A. This private organization will not conduct business in the name of the United States Air Force or Joint Base Charleston, and will not prejudice or discredit the United States Air Force.
- B. This private organization will neither conflict with nor provide competition in non-appropriated fund activities on Joint Base Charleston.
- C. Neither the Air Force or Non-Appropriated Fund instrumentality will claim any assets or incur obligations for this private organization, except through formal contact.
- D. 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.

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<sup>1</sup> The name, seal, insignia, or other identifying service of the Department of Defense or acronym DOD, a DOD component (military service), a NAFI, the local installation, local military unit, or any other name, abbreviation, seal, logo, insignia, or the like used by the DAD or any DOD component, its programs, locations or activities, will not be used in the POs title or letterhead.\*

**Article 3:  
Officers and Governing Body**

The Executive Council (EC), or similarly titled body, will consist of at least five officials elected by the Membership. Current positions include: President, Vice President, Secretary, add' officers. Elections will made in month of the calendar year by the general membership. Verification of the election results rests with the Secretary.

In the event a vacancy occurs in any elected office:

(Insert directions on how to replace vacancies in the EC here.)

**Article 4:  
Membership or Patronage**

Membership is voluntary and is open to:

(Include information on membership eligibility here. Membership should be primarily limited to members of the DOD community.)

This private organization will not discriminate or prejudice its membership policies, on the basis of age, race, religion, color, national origin, disability, ethnic group or gender (including pregnancy, gender identity and sexual orientation).

**Article 5:  
Method of Financing**

The method of financing this private organization is through:

(Insert methods to fund the private organization here (ex: fundraising, gifts, donation, etc).)

Fundraising will be planned throughout the year but not more than three fundraising events will be planned per quarter.

**Article 6:  
Activities**

Any expenditure over \$            must be voted on by general membership.

Anything less than \$            can be approved by the private organizations officers.

All activities and communications will be compliant with AFI 34-223, paragraph 11.1.3.

(Enter any additional activities desired here or delete.)

**Article 7**  
**Meetings and Quorums**

Meeting times and locations are announced and open to the entire membership. Meetings will be held:

(Insert parameters here.)

**Article 8**  
**Adoption and Amendments**

All proposed amendments to the Constitution and bylaws must be provided for in writing and adopted. All changes are subject to final review by the installation commander.

**Article 9**  
**Dissolution**

This private organization may be dissolved upon the initiative of the membership. Dissolution requires a majority vote of all members present during a general meeting.

In case of the dissolution of this organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. The remaining balance and assets, if any, will be donated to:

(Indicate where funds will go to here.)

**Article 10: Insurance**

By nature, this organization is generally a low-risk organization in our day to day activities and does not engage in hazardous activity. An insurance waiver has been requested. In the event that the insurance waiver is approved, and we engage in activities that directly increase the risk to the public or to our membership, we will procure the appropriate type and level of insurance.

(Type any additional information as to insurance here or delete.)

(Insert Additional Articles or information here or delete.)

## **Bylaws**

### **Article 1**

#### **Duties of the Officers:**

##### **President**

- Responsible for enforcement of the Constitution, and all other rules and regulations of the private organization
  - Establishes time, date, location and agenda for each meeting
  - Presides over all meetings
  - Allowed to write checks in the absence of the Treasurer
  - Final approving authority for actions of the private organization
  - Ensures adequate membership
- (- Insert additional duties here or delete.)

##### **Vice-President**

- Assists, advises and performs all duties of the President as needed
  - Monitors progress of all committees
  - Monitors membership continuity
- (- Insert additional duties here or delete.)

##### **Treasurer**

- Maintains and reports the financial health of the private organization to members and all applicable base agencies
  - Establishes and maintains budget
  - Receives all monies, keeps a just and accurate account thereof, and pays all bills authorized by the committee
  - Keeps an itemized account of all receipts and disbursements, and presents a report at each meeting
  - Maintains a checking and savings account for the PO
  - Signs checks
- (- Insert additional duties here or delete.)

##### **Secretary**

- Establishes and maintain minutes
  - Maintains files for all correspondence regarding the PO
  - Assists other officers in preparing outgoing correspondence
  - Distributes all announcements
  - Advertises the PO's meetings
  - Ensures all members are advised of and sign liability acknowledgement
- (- Insert additional duties here or delete.)

**(Insert additional Executive Officer here and their duties, or delete.)**

(Insert additional Executive Officer here and their duties, or delete.)

**Article 2**  
**Election and Voting**

All members have full voting rights. A simple majority of eligible members present is required for passage.

In the event of a tie: (List tie-breaking procedures here.) .

**Article 3**  
**Dues and Fees**

Check one:

The private organization will collect dues or fees in the amount of \$ \_\_\_\_\_ per NA from the membership.

The private organization will not collect dues or fees.

The private organization may also (put additional circumstances or NA here). .

**Article 4**  
**Standing Committees**

The private organization may vote in standing committees to organize special events such as fundraisers, picnics, volunteer work or any event agreed upon during a meeting. These committees and chairperson(s) are volunteer members who step-up to the challenge during a meeting, agreeing to schedule, setup and work events.

**Article 5**  
**Finances and Taxes**

Federal Identification Number \_\_\_\_\_, is the anticipated Federal ID Number. This number has \_\_\_\_\_ been used by the private organization in previous years.

**Article 6**  
**Insurance Coverage**

All members of this private organization will read the Insurance Waiver that has been requested, and sign stating that they understand and acknowledge that they are jointly and severally liable for the obligations or liability of this private organization.

(Enter any additional information on insurance coverage here or delete).

**Article 7**  
**Awards/Gifts**

Income derived may be spent to include competitive awards subject to approval.

This organization may accept gifts and donations from outside sources but will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base. Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. Oral recognition of the gift or donation can only be made to members of the Private Organization or those present at an event benefiting from the donation/gift. At no time will the Private Organizations represent or appear to represent that the installation is endorsing or giving special treatment to the donors involved.

(Insert Additional Articles or information here or delete.)