

**CONSTITUTION AND BYLAWS
FOR
(YOUR BOOSTER CLUB NAME)**

CONSTITUTION

**Article 1
Name and Status**

Section 1. Name. The name of this Private Organization shall be (YOUR BOOSTER CLUB NAME), hereinafter referred to as the “(YOUR BOOSTER CLUB NAME)”.

Section 2. Status. This Private Organization is established in accordance with Air Force Instruction 34-223, Private Organization Program.

**Article 2
General Provisions**

Section 1. Authority. The (YOUR BOOSTER CLUB NAME) is a private organization operating on Joint Base Langley-Eustis, JBLE, under the authority of AFI 34-223, Private Organization Program, and according to all applicable civil and military laws and regulations. It is a self-sustaining interest group operated by people outside the scope of any official position he/she may have with the federal government. The (YOUR BOOSTER CLUB NAME) operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations. This private organization will operate on both the Langley and Fort Eustis side of JBLE with the consent of the 633d Air Base Wing Commander.

Section 2. Purpose. This Private Organization was created to establish and maintain a spirit of camaraderie and esprit de corps; enhance the prestige, responsibility and professional development of all personnel and families assigned to (YOUR SQUADRON NAME); and encourage an attitude of unified purpose.

Section 3. Objectives: Each member is encouraged to actively set positive examples by demonstrating accepted leadership practices in promoting the welfare and recognition of personnel. **(YOUR BOOSTER CLUB NAME) goals are, in no particular order:**

- a. Enhance the welfare and recognition of enlisted, officer, and civilian personnel that are both home stationed or deployed and that are currently assigned to (YOUR SQUADRON NAME).
- b. Establish effective networking means of communication with all members to exchange ideas, keep abreast of adverse morale trends, advances in management principles and enhance the status of the enlisted, officer, and civilian personnel in the United States Air Force.
- c. Promote social gathering, esprit de corps, and camaraderie of all personnel and family assigned to (YOUR SQUADRON NAME).
- d. Raise money for the social gatherings, deployment care packages and moral functions.

Section 4. The (YOUR BOOSTER CLUB NAME) is not an official instrumentality of the United States Government and no appropriated funds or federal non-appropriated funds will be used to benefit the (YOUR BOOSTER CLUB NAME).

Section 5. Specific Limitations.

a. The (YOUR BOOSTER CLUB NAME) membership is jointly and severally liable under the laws of the State of Virginia and Joint Base Langley-Eustis, Virginia, for (YOUR BOOSTER CLUB NAME) debts in the event the (YOUR BOOSTER CLUB NAME) assets are insufficient to pay its obligations.

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b. The (YOUR BOOSTER CLUB NAME) will not prejudice or discredit the United States Air Force.

c. The (YOUR BOOSTER CLUB NAME)'s membership will not discriminate based on race, color, religion, gender, age, or national origin.

Article 3 Officers and Governing Body

Section 1. Description. The membership shall elect four officers, comprising the Executive Council. The elected positions are President, Vice-President, Secretary and Treasurer.

Section 2. Elections. Officers shall be elected annually.

Article 4 Membership or Patronage

Section 1. Qualifications. Membership is voluntary and unrestricted with respect to age, race, religion, color, gender or national origin. Any person assigned to (YOUR SQUADRON NAME) and their family members may join the (YOUR BOOSTER CLUB NAME) providing he or she is willing to take an active part in carrying out the (YOUR BOOSTER CLUB NAME)'s purpose and objectives.

Section 2. Participation. (YOUR BOOSTER CLUB NAME) members are expected to support projects, activities, and functions through verbal guidance, physical involvement, and attendance during agreed upon gatherings.

Section 3. Termination of Membership. Membership is automatically terminated upon PCS, PCA, separation from the military and retirement. Members may also choose to terminate his/her membership if they so desire.

Article 5 Methods of Financing

Section 1. Fees and Dues. The (YOUR BOOSTER CLUB NAME) will not collect any dues from its members.

Section 2. Fundraising Activities. The (YOUR BOOSTER CLUB NAME) may conduct fundraisers. All fundraisers will be coordinated with the base legal office and must be approved by 633 Force Support Squadron Commander. The (YOUR BOOSTER CLUB NAME) will be self-sustaining. The (YOUR BOOSTER CLUB NAME) will not engage in resale activities unless specifically authorized by the air base wing commander.

Section 3. Audit. An adhoc committee designated by the membership will conduct an annual review of fiscal records and operating procedures. Results will be reported to 633 FSS/FSR. An audit will also be conducted upon transfer of account from the Treasurer to another elected or appointed member.

Section 4. Endorsing checks. The President, Vice President and Treasurer are authorized to deposit/withdraw funds from the (YOUR BOOSTER CLUB NAME)'s account.

Section 5. Withdrawals. Any withdrawals that are made will have the approval of the President and Treasurer of the (YOUR BOOSTER CLUB NAME).

Section 6. Obligations. Financial liability incurred by the (YOUR BOOSTER CLUB NAME) may ultimately result in individual financial responsibility of members. If an individual member obligates the (YOUR BOOSTER CLUB NAME) for a benefit solely for personal use, the member himself or herself will be held liable to the (YOUR BOOSTER CLUB NAME).

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Article 6 Activities

Section 1. Group. The (YOUR BOOSTER CLUB NAME) members will participate in approved activities of the (YOUR BOOSTER CLUB NAME).

Section 2. Charities. All requests for assistance that fulfill the purpose statement of the (YOUR BOOSTER CLUB NAME) will be considered. Approval will be by majority vote of the (YOUR BOOSTER CLUB NAME) membership.

Section 3. Financial Status. The financial status of the (YOUR BOOSTER CLUB NAME) will determine the amount of support given to each sponsored activity.

Article 7 Meetings and Quorums

Section 1. Types of Meetings.

a.) General membership meetings shall be held monthly, or as deemed necessary, on a date, time and place scheduled by the Executive Council.

b.) Special membership and executive council meetings shall be conducted as required at the call of the President or Vice President. These meetings will be held to discuss topics or issues directly involving membership issues outside of the normal (YOUR BOOSTER CLUB NAME) membership scheduled meetings. These meetings will address issues that need to be resolved before the next scheduled general membership meeting.

Section 2. Quorum Requirements. Any meeting conducted with at least one (YOUR BOOSTER CLUB NAME) officer and nine (YOUR BOOSTER CLUB NAME) members shall be considered an official meeting. Unless specified elsewhere, quorums shall be the basis for all votes. Adoption of issues presented to the (YOUR BOOSTER CLUB NAME) will require a simple majority vote. E-mail voting is allowed, but must meet the suspense set by the (YOUR BOOSTER CLUB NAME)'s President.

Section 3. Parliamentary Rules. Robert's Rules of Order shall govern the procedures of all meetings.

Section 4. Meeting Agenda. The Executive Council will prepare an agenda before each meeting.

Section 5. Meeting Minutes. The Secretary or designated replacement will record the contents of each meeting. The minutes and financial statement will be distributed to all the (YOUR BOOSTER CLUB NAME) members within 2 weeks.

Article 8 Adoption and Amendments

Section 1. Modifications. Amendments shall be submitted to the Executive council in writing for review. The Constitution and By-laws may be amended or revised by two-thirds majority vote at any regular business meeting. E-mail voting is allowed, but must meet the suspense set by the (YOUR BOOSTER CLUB NAME)'s President. A committee shall review the Constitution and By-laws annually.

Section 2. Voting. Adoption of amendments will be by majority vote as long as the amendment or revision was submitted in writing at a previous meeting. E-mail voting is allowed, but must meet the suspense set by the (YOUR BOOSTER CLUB NAME)'s President.

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**Article 9
Dissolution**

Section 1. Dissolution Authority. The 633 ABW/CC may direct the (YOUR BOOSTER CLUB NAME) to dissolve. Also, the membership may vote to terminate the (YOUR BOOSTER CLUB NAME). Voluntary dissolution of the (YOUR BOOSTER CLUB NAME) by its members will require concurrence from two-thirds of the membership.

Section 2. Procedures for Dissolution. In case of dissolution of the (YOUR BOOSTER CLUB NAME), whatever funds are contained belonging to the (YOUR BOOSTER CLUB NAME) will be used first to satisfy any outstanding debts, liabilities, and/or obligations. The balance of the funds will be disposed of to a charitable organization as determined and voted upon by the (YOUR BOOSTER CLUB NAME) membership during their last meeting.

Section 3. The (YOUR BOOSTER CLUB NAME) will then conduct a final accounting of its finances.

Section 4. When dissolution actions have been accomplished, as prescribed in section one through three above, the President of the (YOUR BOOSTER CLUB NAME) shall notify the 633 FSS/FSR and they will notify 633 MSG/CC.

**Article 10
Insurance**

Section 1. The (YOUR BOOSTER CLUB NAME) will either obtain insurance or a waiver of the insurance requirements due to its low liability exposure. However, if it's determined that the group's liability exposure increases, or the group holds a special event that raises its liability risk, then the group will obtain insurance. A financial liability statement must to sign by all elective officers regardless if insurance is obtain or not. All member will be notified at each meeting and document that they are financially liable.

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Bylaws

Article 1 Duties of Officers

Section 1. The membership shall elect four officers, comprising the Executive Council. The elected positions are President, Vice-President, Secretary and Treasurer.

a. The President is the executive officer of the (YOUR BOOSTER CLUB NAME). He/she will:

- 1) Preside at all general membership meetings;
- 2) Attend special meetings called by the committee chairperson;
- 3) Appoint committees, as necessary;
- 4) Maintain a current copy of the (YOUR BOOSTER CLUB NAME)'s current Constitution and by-laws; and
- 5) Perform such general executive functions as may be necessary.

b. The Vice-President shall perform duties of President in the absence of the elected official, and shall perform other such duties as directed by the President. He/She will:

- 1) Schedule and publicize the location of the monthly general membership meetings;
- 2) Track all (YOUR BOOSTER CLUB NAME) social activities;
- 3) Track all committees; and
- 4) Fill executive council officer position when needed

c. The Secretary shall:

- 1) Record minutes of all meetings;
- 2) Record all attendees at meetings;
- 3) Prepare required correspondence;
- 4) Submit all amendments and addendum's to the Constitution;
- 5) Notify all members of special meetings at the direction of the President and/or Vice President; and
- 6) Be the custodian of the Constitution and By-laws for administrative review.

d. The Treasurer shall:

- 1) Collect and disperse all funds under supervision of the (YOUR BOOSTER CLUB NAME);
- 2) Maintain all financial records required by appropriate Air Force directives;
- 3) Present a financial report to the membership at scheduled meetings;
- 4) Establish and maintain an account with a banking facility in the name of the (YOUR BOOSTER CLUB NAME);
- 5) Ensure all financial transactions are approved and documented by the Executive Council in accordance with the constitution;
- 6) Ensure all receipts incurred for any expenditure are turned over immediately; and
- 7) Unless stated elsewhere, ensure allocation of funds for special projects and/or fund-raisers are approved by a simple vote at general membership meetings.

Section 2. It shall be the duty and responsibility of each officer, elected or appointed, to ensure the (BOOSTER CLUB NAME) and its members comply with all appropriate military directives. (AFI 34-223, *Private Organizations (PO) Program*; AFI 36-3101, *Fundraising Within the Air Force*; and DoD 5500.7-R, *Joint Ethics Regulation*).

Article 2 Elections and Voting

Election of officers shall be held annually. Officers shall hold office for one calendar year or until their successor is/are elected.

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a. Nominations. In **November/December** time frame of each year, the President shall appoint a nominating committee who shall accept nominations for the executive officer positions. The nominating committee will collect and count the votes for office for the upcoming year. Nominees must concur with their nomination and will be given the opportunity to accept or decline the nomination prior to the election. New officers will be announced at the next scheduled monthly meeting.

b. Election Procedures. Election of officers will be by secret ballot. To be elected, a candidate for office will require a majority vote of votes cast. If no majority is received, then a run-off election will occur.

c. Resignation. If an elected officer cannot complete the full term of office, he/she will submit a letter of resignation to the Executive Council.

d. Filling Vacancies. In the event a vacancy occurs in any elective office, excluding that of President, the President shall appoint an active member to temporarily fill the vacancy and call for nominations. Nominees must concur with their nomination and will be given the opportunity to accept or decline the nomination prior to the appointment. A majority vote winner shall fill the position for the remainder of the term.

Article 3 Dues and Fees

Section 1. Members of this (YOUR BOOSTER CLUB NAME) do not pay dues.

Article 4 Standing Committees

Section 1. This (YOUR BOOSTER CLUB NAME) may have the following standing committees:

- a) Membership Committee
- b) Fundraising Committee
- c) Charitable Support Committee

Section 2. All committees shall be appointed by the President and shall consist of a chairman and as many members of the committee requires.

Section 3. Committee members will be from the general membership. Each committee will appoint a chairperson or spokesperson as a point of contact for that committee to report the activities of the committee.

Article 5 Finances and Taxes

Section 1. (YOUR BOOSTER CLUB NAME) funds shall be deposited into the (YOUR BOOSTER CLUB NAME) account at (LOCAL BANK NAME).

Section 2. The money shall be utilized for expenses to support morale activities, fundraisers, and projects.

Article 6 Insurance Coverage

Section 1. The (YOUR BOOSTER CLUB NAME) has a waiver due to low liability exposure however, if it is determined that the club's liability exposure increases or the club holds a special event that raises its liability risk, then the (YOUR BOOSTER CLUB NAME) will obtain insurance. All members will be notified that they are financial liability for any debt or damages that occur at any events held by (YOUR BOOSTER CLUB NAME) during monthly meeting and made part of the official records.

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These By-Laws were approved by a majority of the general membership of the (YOUR BOOSTER CLUB NAME) on this date: _____.

NAME
President, (YOUR BOOSTER CLUB NAME)
DATE

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