

# COMBINED CONSTITUTION AND BYLAWS

(ORGANIZATION NAME)

DATE (DAY, MONTH, YEAR)

## ARTICLE I Name and Purpose

1. The organization's name will be  
This Private Organization (PO) is a self-sustaining, special interest group, set up by people acting outside the scope of any official position they may have in the federal government. It operates on Mountain Home Air Force Base only with the consent of the Installation Commander and as long as operations comply with the requirements and conditions of all applicable regulations, operation instructions, and this constitution.
2. The purpose of the organization is to improve camaraderie and enhance programs throughout the Mountain Home community that is of primary interest to all military and civilian personnel.

## ARTICLE II General Provisions

1. The organization is established pursuant to the provisions of AFI 34-223.
2. The organization operates on Mountain Home AFB only with the consent of the Installation Commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.
  - a. This PO is not a Nonappropriated Fund Instrumentality (NAFI) of any type of federal entity; and is not entitled to sovereign immunities or privileges afforded a federal entity; nor may it become incorporated.
  - b. This organization will not engage in activities that duplicate or compete with any base Force Support Squadron or AAFES program. It will not conduct resale activities unless they are specifically stated in Article V, Financing, and are approved by proper authorities.
  - c. The membership is jointly and severally liable under the laws of the State of Idaho and AFI 34-223 for organization debts in the event the organization's assets are insufficient to discharge liabilities. Neither appropriated fund activities nor NAFIs assume any obligation for ensuring responsible financial and operational management practices.

3. Robert's Rules of Order, Revised Edition will govern in all cases where the parliamentary issue is not addressed in the constitution and by-laws. The organization's secretary will maintain a copy.

4. No part of the organization's earnings will accrue to the benefit of any member.

### ARTICLE III Officers and Governing Body

#### 1. Officers, Powers, and Duties:

a. Officers: The \_\_\_\_\_ will be conducted by board members, constituted as follows: President, Vice President, Secretary, and Treasurer. The officers are responsible for asset accountability, liability satisfaction, and sound financial operational management of the organization.

b. Powers and Duties: Elected officers shall perform the duties herein specifically provided for and such other duties as are usually incident to their office. The board members and general membership shall review the constitution and by-laws yearly. Conduct meetings when deemed necessary by the club or the president. The presence of two board members shall be required to constitute a quorum. The action of the board members requires a majority vote before it becomes valid. Any two board members will have the authority to authorize expenditures of amounts not to exceed \$50.00. Expenditures of greater amount will require a majority vote of the voting members at the meeting. The board members will recommend policies, supervise programs, enforce the constitution, sign check drafts, and take action to resolve grievances, complaints, and suggestions submitted by the members.

(1) President: The president shall preside over all meetings of the board of governors and the \_\_\_\_\_ in an orderly fashion. He/she shall call special meetings of the membership; supervise elections; appoint committees as deemed necessary and shall prescribe the respective functions of the said chairperson and the committees; sign all official correspondence for the organization; verify all monthly statements of the financial status of the association prior to each general membership meeting presentation; perform any and all other duties that are usually incident to this office.

(2) Vice President: The vice president shall maintain the duties of the president in his/her absence.

(3) Secretary: The secretary shall maintain written minutes of all meetings. Minutes shall be available for review to any member. A copy of all meeting minutes will be forwarded to 366th Force Support Squadron Private Organization Monitor via e-mail. He/she will perform any and all such duties that is usually incident to this office

(4) Treasurer: The treasurer shall receive, deposit, disburse, maintain a record of, and account for all funds of the \_\_\_\_\_. Prepare the publication of all monthly

statements of the financial status of the association to be presented at each general membership meeting. Also provides a copy of the monthly statement to 366th Force Support Squadron, Attention: Private Organization Monitor in accordance with paragraph 10.6, AFI 34-223.

The books of the treasurer will be reviewed at least two weeks prior to the termination of office. The results of this review will reflect the new treasurers' acceptance of said books. A copy of the new treasurer's acceptance will be provided to the 366th Force Support Squadron Private Organization Monitor within 30 days in office. Bank statements will be sent to the PO Monitor. All statements will be reviewed and validated by the president, then forwarded to the treasurer for reconciliation and filing.

## 2. Elections:

Nominations will be taken during

a. Nominations may be submitted from the floor.

b. Elections of officers will be held on

c. Voting will be by secret written ballot. Absentee ballots will be issued if requested, in writing, not less than two weeks prior to the election. Absentee ballots must be turned in to the president or vice president by Election Day.

d. A majority of the votes cast (over 50 percent) is required to be elected. If no candidate receives a majority of the votes cast, a run-off will be held between the top two vote getters.

Members eligible to hold office must have at least thirteen (13) months remaining on station at the beginning of the term.

e. A quorum of two officers and six members must be present (**including absentee ballots**) to hold an election

f. Officers' term of office will be for one year. Each term of office will begin on \_\_\_\_\_, unless special circumstances dictate and is agreed upon by the voting membership of the \_\_\_\_\_ Officers' term of office may be terminated for the following reasons.

(1) Permanent Change of Station (PCS).

(2) Resignation, with at least thirty (30) days notice. Vacancies occurring in the office of the president shall be filled by the vice president. Other vacancies shall be filled by a special election held by board members.

3. Committees: Special committee chairpersons will be volunteers approved by the membership and appointed by the president.

#### ARTICLE IV Membership

1. Membership in the organization will be voluntary and open to military and civilian personnel, primarily of the DOD family, assigned to Mountain Home AFB, ID.

2. The organization will not discriminate against anyone on the basis of age, race, religion, color, national origin, disability, ethnic group or gender.

#### ARTICLE V Financing

1. We are aware that we are prohibited from soliciting funds on base, to include via email. We are also aware that all requests for fund-raisers must be routed through the 366 FSS/CC for final approval. According to AFI 34-223, paragraph 10.9, private organizations must not engage in frequent or continuous resale activities. The 366 FSS/CC may only authorize occasional sales for fund-raising purposes like Bake Sales, Bowl- A-Thons, Open House, Carnivals, or Haunted House, or similar occasional functions. "Occasional" is defined as not more than two (2) fund raising events per calendar quarter.

2. Financial resources for the \_\_\_\_\_ will be safeguarded by a checking account. Expenditures of funds will require two (2) signatures by the board members (president and treasurer when available). All board members will have access to the accounts. The account is maintained and audited as specified in Article III, paragraph 1.b. and 1.b.(4).

3. The treasurer will provide a financial report upon the request of two-thirds (2/3) of the membership, the Installation Commander, or as directed by higher headquarters.

#### ARTICLE VI Activities

1. The \_\_\_\_\_ will participate in, or sponsor activities that are of primary interest to all military, and civilian personnel assigned to the Mountain Home Community. Such activities can include, but are not limited to:

- a. Awards and Recognition Program.
- b. Hail and Farewell Banquets
- c. Holiday Parties (Adults & Children)
- d. Deployed Spouse Support Activities

e. Community Support Activities

2. All federal, state, and local laws governing like activities must be complied with.
3. The PO will be self-sustaining and will not receive direct financial assistance from any government instrumentality.
4. The actions or activities of this PO will not prejudice or discredit the government or conflict with government activities. Therefore, solicitation of funds (i. e. commercial sponsorship) games of chance, or lotteries are prohibited from being conducted by this PO. Only the Installation Commander will approve raffles. Any signs of fraud or other improprieties must be brought to the attention of the Force Support Squadron Commander, who will advise the Installation Commander as appropriate.

ARTICLE VII  
Meetings and Quorums

1. Meetings will be held on \_\_\_\_\_.
  - a. Special meetings may be called at the discretion of the board members.
  - b. Public notice of unscheduled meetings or changes to a meeting must be given by the board members.
2. Six (6) general members and two (2) board members must be present to constitute a quorum for a valid transaction of business. A majority vote of the members present is required for passing resolutions.
3. The president may call a special meeting when it is deemed necessary.

ARTICLE VIII  
Adoption and Amendments

1. The constitution and by-laws become effective upon adoption by an affirmative vote of a majority of the membership and subject to a final review of the Installation Commander.
2. The constitution and by-laws may be amended, in whole or in part, subject to final review of the 366th Mission Support Commander and an affirmative vote by (2/3) of the membership. Notice of intent to amend the constitution and by-laws must be given to each member no later than the meeting prior to the vote of amendment.
3. The constitution and by-laws will be automatically amended to conform to directives from higher headquarters.

