

## BY-LAWS

### Name of Private Organization in ALL CAPS

*(NOTE: All text highlighted or 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.)...delete this paragraph before signing and completing.*

## ARTICLE 1 DUTIES OF OFFICERS

Section 1: It shall be the duty of all officers to ensure **Name of PO** and its members comply with AFI 34-223, *Private Organizations Program*, and all other directives applicable to the operation of **Name of PO**. The Executive Board is composed of all the appointed and elected officers of **Name of PO**, and *(must be identical to Article V 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/her 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 the organization's records. The Secretary *(or)* Treasurer *(or both)* shall submit the private organization's Constitution and By-Laws to 316 FSS/FSR and 316 WG/JA, in turn, for annual review as changes occur or as designated by 316 FSS/FSR.
- b. The Secretary shall maintain on file each member's statement of understanding of the financial liability.
- c. The Secretary *(or Treasurer, or both)* shall be responsible for sending all gifts and cards. The Secretary *(or Treasurer, or both)* will be authorized to charge flowers and other suitable gifts to the account of **Name of PO**.
- d. A checking account will be established for **Name of PO**. All checks drawn on the organization's account will be signed by a combination of any two of the presiding officers.
- e. Except for petty cash expenditures up to \$ \_\_\_\_\_, all funds will be dispersed by check. *(ensure this paragraph is consistent with Article VII, paragraph 6)*

- 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 and approval. **(Mandatory)**
- g. The Secretary **(or Treasurer, or both)** is/are required to present a financial report and minutes of meetings of the organization to 316 FSS/FSR after every meeting, at the end of every fiscal quarter, 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 (3) 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.

Section 3: **Only dues paying members may vote. (optional)** Persons other than the Installation Commander serving in an advisory capacity, regardless of official military rank or position, have no voting authority and wield no authority over the PO either in regards to authorization to operate or in regards to any of its internal operations. **(mandatory)** **(the PO may want to add information or additional sections on the specific process(es) of voting, minimum amount of attendees for a quorum, etc.)**

## 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 no less than **two (2)** 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 316 FSS/FSR after every fiscal quarter or upon request. Upon dissolution, the private organization will use any residual funds to satisfy any outstanding debts, liabilities, or obligations with the disposition of any residual balance being decided by the membership.

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.

Section 3: Any fundraising or membership drive activities will comply with AFI 34-223, DoD 5500.7-R, and AFI 36-3101, and must be coordinated through 316 FSS/FSR. All print or electronic media in connection with this PO and its activities will contain the following disclaimer: "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."

## ARTICLE 6 INSURANCE COVERAGE

**(Mandatory)** The organization plans to conduct only activities with a negligible risk of liability, (fundraisers, and parties) and will request an insurance waiver from the JBA Installation Commander or, if delegated, 316 MSG/CC. Insurance will be purchased for any activity with higher than a negligible risk of liability. **(Mandatory)**

## ARTICLE 7 AWARDS/GIFTS/USE OF FUNDS

Section 1: **Name of PO** may send a card or suitable gift to any member or member's dependent of family member who is in the hospital. **(Optional Example)**

Section 2: In the event of death of a member, member's spouse or children, **Name of PO** may provide flowers for the funeral. **(Optional Example)**

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 organization will comply with Air Force regulations and the Joint Ethics Regulation governing the giving and receiving of gifts. **(Mandatory)**

**ARTICLE 8  
GENERAL**

The foregoing articles, upon approval of the Installation Commander or his/her designee, shall become the By-Laws of **Name of PO.**

**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 **(Date).**

**[Redacted Signature Line]**

*(Type name but sign after legal review is complete)*

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