

CONSTITUTION

INSERT THE COMPLETE NAME OF THE ORGANIZATION

ARTICLE I - NAME AND AUTHORITY

Section 1: The name of this private organization (PO) is **INSERT THE COMPLETE NAME OF THE PO**. It is established pursuant to the provisions of DAFI 34-106 and according to all applicable civil and military laws and regulations.

Section 2: **INSERT THE COMPLETE NAME OF THE PO** operates on F.E. Warren AFB, only with the consent of the Installation Commander.

Section 3: **INSERT THE COMPLETE NAME OF THE PO** is not a non-appropriated fund instrumentality (NAFI) and is not entitled to any immunities and privileges afforded to such agencies.

Section 4: **INSERT THE COMPLETE NAME OF THE PO** may not use base distribution in carrying out any of its activities unless authorized in a current memorandum of understanding (MOU) between the PO and Department of the Air Force. **A copy of the MOU must be on file with 90 FSS/FSRA**. The operation of this organization is contingent on compliance with the requirements and conditions of all Air Force regulations.

ARTICLE II - PURPOSE

Section 1: The **INSERT THE COMPLETE NAME OF THE PO** encourages interest in, **INSERT A STATEMENT EXPLAINING YOUR ORGANIZATION'S FUNCTION ON THE BASE AND THE TYPES OF ACTIVITIES ASSOCIATED WITH YOUR ORGANIZATION.**

Section 2: The **INSERT THE COMPLETE NAME OF THE PO** brings together those individuals interested in activities designed to promote good community relations, engage in worthwhile and charitable projects and to provide recreation and entertainment for the members not otherwise prohibited by military directives. In addition, our goal is also to enhance and promote good working relationships with our members. When the members decide to dissolve the organization, notice will be given to the FSS Commander or Director of the intent to dissolve the PO and prepare a time-phased action plan to do so. se counterparts.

Section 3: This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members. Membership discrimination based on age, race, religion, color, national origin, disability, gender, or ethnic group is not permitted.

ARTICLE III - MEMBERSHIP

Section 1: Membership is limited primarily to members of the Department of Defense (DOD) family. The DOD family consists of active duty or retired US military personnel, members of US reserve components, civilian employees, or dependents of any of the above.

Section 2: Membership breakdown.

a. Active members/Voting members. These members of the organization are jointly and severally liable to pay debts and liabilities of the PO if adequate funds are not available to cover all outstanding debts and liabilities of the organization. All members shall be informed of these provisions.

b. Honorary members: Individuals who are in a position of acting as an advisor to the PO (if they consent to this membership). This type of membership is non-voting, non-dues paying, and does not hold any financial obligation to the PO.

Section 3: Membership Application.

a. Any person wishing to join this organization will make a request or complete an application form at a regular meeting. Membership is entirely voluntary and without appointed members.

b. Membership in this organization will be terminated:

(1) Upon request of the member concerned.

(2) If the member fails to meet his/her financial responsibilities, such as failing to pay dues.

(3) Upon recommendation of the governing board, after a complete review of the circumstances and upon approval of the general membership.

(4) Upon failure to meet participation requirements and at the recommendation of the governing board and with approval of the general membership.

(5) For any other valid reason, when recommended by the governing board and approved by the general membership.

ARTICLE IV - DUES

Section 1: Dues shall be paid in the amount of \$XXX on a monthly/yearly basis. INSERT DOLLAR AMOUNT OR MAKE A STATEMENT THAT DUES SHALL NOT BE COLLECTED.

Section 2: Money collected will be used for the operation of the organization, to offset activity expenses, and to purchase necessary items based upon the annual budget approval by the PO membership.

ARTICLE V - ADMINISTRATION

Section 1: The administration of this organization shall be conducted by an Executive Board constituted as follows; (suggested minimum)

- a. President
- b. Vice-president
- c. Secretary
- d. Treasurer

Section 2: All officers shall perform the duties specifically mentioned in this constitution, those mentioned in bylaws, if any, and other duties incident to their office. Any officer who is authorized to disburse funds must be active duty, civilian employees, or dependents of the aforementioned that have Status of Forces Agreement (SOFA) status. (If your organization is primarily non-SOFA status members then please take this out)

Section 3: A list of PO officers, with office symbols, email address, and duty phone numbers, must be submitted to 90 FSS/FSRA on a yearly basis, or when a change takes place, for inclusion in the PO's official file.

Section 4: All officers shall meet with the PO Coordinator (90 FSS/FSRA) for a briefing no later than 15-calendar days after appointment. This briefing must be scheduled by the PO.

Section 5: Each term of office shall be one (1) year.

- a. The term of office shall be one (1) year and run from INSERT DATES (ex: 1 Oct to 30 Sep).
- b. Officers' term of office may be terminated prior to their expiration for the following reasons:
 - (1) Permanent change of station
 - (2) Resignation
 - (3) For causes, such as failure to meet participation requirements, when recommended by the Executive Board and approved by fifty-one (51) percent of the membership.

Section 6: Elections.

A nominating committee shall submit a slate of prospective officers to the members at the INSERT MONTH BEFORE EXPIRATION OF TERM OF OFFICE meeting. Nominations may be made from the floor.

Section 7: Specific responsibilities of officers.

a. The president shall:

(1) Be responsible for the management of the organization, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and otherwise assuring responsible financial and operational management.

(2) Presiding over all meetings of the Executive Board and PO according to Robert's Rules of Order. He/she shall call special meetings of the membership and supervise elections. The president can appoint committees as deemed necessary and prescribe the respective functions of chairpersons for said committees if they are not defined elsewhere.

b. The vice-president shall assume the duties of the president in his/her absence.

c. The secretary shall:

(1) Maintain written minutes of all meetings. Minutes shall be made available for review to any member. A copy of all approved PO general meeting minutes will be forwarded to the PO Coordinator in accordance with the deadlines established. All meeting minutes need to be signed by the secretary and verified by the person that called the meeting to order.

(2) Maintain a copy of the governing directives, local policy letters, etc., in the PO's records.

(3) Notify the PO Coordinator of any changes in the organization's officers in writing.

d. The treasurer shall:

(1) Receive, deposit, disburse, maintain a record, and account for all funds of the organization and prepare the publication of all statements of the financial status of the organization. A financial review may be demanded by any active member at the membership meetings.

(2) Prepare and submit to 90 FSS/FSRA a quarterly financial statement no later than the 20th calendar day of the month following the end of the quarter. A statement will be prepared for each type of account (checking, petty cash, and savings) maintained by the PO. Also, prepare and submit to 90 FSS/FSRA a fiscal year financial review covering the period 1 October through 30 September. The review will be submitted no later than October 20 of each year.

(3) Prepare and submit to 90 FSS/FSRA an annual budget forecast for the PO no later than October 20 of each year.

e. The PO's officers are responsible for the overall operations of the PO, including but not limited to asset accountability, liability satisfaction, and assuring responsible financial and operational management.

(1) The books of the treasurer will be audited at least three weeks prior to the termination of the treasurer's term of office or the treasurer's vacancy of office. The result of the audit and statements of cash assets will be furnished to the PO Coordinator.

- a. If the treasurer PCSs or is removed in accordance with this constitution, before a new treasurer can be appointed, the audit will be performed by the incoming treasurer and at least one other member of the board; excluding the President (the President is still the primary signatory over the Audit).

(2) Before opening a bank account at a military banking facility, the PO must obtain written authorization from 90 FSS/FSRA.

(3) A designated official is responsible for retrieval of the PO's distribution (mail, commander's updates, PO information, etc.).

(a) PO distribution folders are maintained in building 216, room 119.

(b) Pick-up is required at least once a month.

Optional: DELETE IF THIS DOES NOT APPLY TO YOUR PO

Section 8: INSERT THE COMPLETE NAME OF THE PO will award an academic scholarship to members of the F.E. Warren AFB community. The PO cannot require membership in the PO as a prerequisite for eligibility for the award of scholarship. Scholarship requirements will be drafted to ensure all forms of ethics are taking into consideration such as: biases, discrimination, etc. The candidate selection process must be detailed here.

ARTICLE VI - INSURANCE

Section 1: The normal activities of **INSERT THE COMPLETE NAME OF THE PO** are administrative in nature and would not normally involve a great degree of risk; however, the organization will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits which might arise from the commission or omission of acts by its members when acting in any capacity for or participating in any activities of the organization. Such coverage must expressly provide that neither the U.S. government nor any NAFI will be liable for any claims or judgments against the organization or its members.

Section 2: This insurance requirement may be waived by the installation commander if the organization has extremely low liability exposure. The insurance waiver needs to be renewed every year, from date of approval.

Section 3: Special events may arise which greatly increases the insurable risk, and for such events, insurance protection shall be obtained, if you are unsure whether insurance is required or necessary consult with 90 MW/JA (base legal).

Section 4: A copy of all insurance policies purchased by the PO will be forwarded to 90 FSS/FSRA for the official PO folder.

ARTICLE VII - MEETINGS

Section 1: General membership meetings will be held (INSERT FREQUENCY: once a week, monthly, every other month, etc.). However, at a minimum PO meetings will be held once a quarter. Copies of minutes will be provided to 90 FSS/FSRA not later than the 20th of the month for the previous month's meeting. Executive Board meeting minutes will also be forwarded to 90 FSS/FSRA following the due dates outlined above. All minutes will contain the PO's name, date, time, location of the meeting, list of attendees, description of items discussed and a date for next scheduled meeting and will be signed by a PO official.

Section 2: Meetings will not be held during duty hours. For 24-hour operations, meetings will be scheduled on a rotating basis so that all members can attend.

Section 3: Additionally, military members and U.S. government civilian employees participating in PO activities (ex., fund raisers) will be on leave or off-duty. PO activities will not interfere with military or civilian duties.

Section 4: Special membership meetings may be called at the discretion of the Executive Board or upon written petition by fifty-one (51) percent of the membership of the PO. A public notice announcing special membership meetings must be given at least four weeks prior to the date of the special meeting.

Section 5: Except as otherwise provided, a majority vote of all members present is required before any action is valid. The majority shall be one-half (1/2) plus one (1) of the members present. The president shall vote only in the event of a tie.

ARTICLE VIII - DISSOLUTION

Section 1: In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as prescribed in DAFI 34-106.

Section 2: When the members decide to dissolve the organization, notice will be given to the FSS Commander or Director of the intent to dissolve the PO and prepare a time-phased action plan to do so. A notification of the termination, discontinuance, or dissolution of the PO will be prepared along with a plan for dissolution and forwarded to the PO Coordinator. After dissolution is approved, a full financial statement shall be prepared and forwarded to the PO Coordinator.

Section 3: If adequate funds are not available to cover all outstanding debts and liabilities of the organization, the voting members of the organization are jointly and severally liable to pay such debts and liabilities. All members shall be informed of these provisions.

Section 4: In the event that a NAFI fills a need for which the PO was established, the PO will be dissolved. In that event, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a NAFI. The PO will not combine NAFI and PO assets.

Section 5: The Wing Commander has the authority to dissolve the PO when it is in the best interest of the Air Force.

Section 6: In the event the PO maintains an account at the military banking facility, the PO must notify the military banking facility of its pending dissolution. Account(s) will be closed prior to completion of dissolution action. The military banking facility will also be notified by 90 FSS/FSRA of ineligibility of banking services.

ARTICLE IX - FINANCE

Section 1: This organization is financially self-sustaining and there shall be no direct financial assistance from a NAFI in the form of contributions, dividends, or other donations of money or assets.

Section 2: The Executive Board is authorized to spend **ENTER A DOLLAR AMOUNT** without the express approval of the membership, money spent over that amount must be voted on at a general membership meeting.

Section 3: Other finances will be obtained from fund-raising activities and donations.

a. All fund-raising requests will be submitted in accordance with DAFI 34-106. Requests for fund raisers will be signed by an authorized PO representative. Proper coordination will be made prior to submittal to the PO Coordinator. 90 FSS/FSRA will process for final approval/disapproval action. 90 FSS/FSRA will also prepare a fund raiser permit for all approved functions. Fund raising permits will be prominently displayed at the fund raiser location. Advertising will commence only after the initial fundraiser request is approved.

Section 4: Income raised by the organization will not accrue to individual members except through wages and salaries for PO employees, if any, or as payment for services rendered. The PO will be responsible for any tax requirements for employees.

Section 5: There will be no employment discrimination based on race, color, gender, marital status, age, religion, ethnic group, national origin, lawful political affiliation, membership in labor organizations, or disability.

Section 6: POs are subject to audits and financial reviews regardless of gross annual revenue. Internal audits are at the PO's expense.

a. External audits are at the direction of 90 MSG/CC or higher.

b. Copies of internal and external audit reports must be submitted to 90 FSS/FSRA NLT 10 days after completion. The audit duration is four weeks. If an extension is needed, a request must be made in writing to 90 FSS/FSRA.

ARTICLE X – INDIVIDUAL LIABILITY

Section 1: Membership is jointly and severally liable for organizational liabilities and debts. This means that the membership as a whole is responsible for paying any debts of the organization, and a single member can individually be held responsible for the whole debt. All members shall be informed of these provisions.

ARTICLE XI - AMENDMENTS

Section 1: This constitution and bylaws (if applicable) may be amended at a scheduled meeting of the organization by fifty-one (51) percent vote of the membership present and eligible to vote, provided written, printed, or public notice of the proposed amendment is given to the members at least four weeks prior to the date of the meeting. Amendments to the constitution can be proposed by the Executive Board or by petition of fifty-one (51) percent of the members, in writing at any meeting.

Section 2: Any conflict between any provisions of this constitution or its bylaws and existing military directives will be changed administratively with the concurrence of the 90 MSG/CC.

Section 3: No amendment will omit the statement of purpose or delete the provisions pertaining to dissolution of the organization.

Section 4: All amendments are subject to final approval by the 90 MSG/CC.

ARTICLE XII – CERTIFICATION OF NOTICE TO MEMBERS OF LIABILITY

In accordance with DAFI 34-106, para 4.3.2, the undersigned certifies that each member has been notified and understands his/her personal financial liability for obligations of the PO, as provided by law.

ARTICLE XII - ADOPTION

This constitution was approved by a majority vote of the general membership of **INSERT THE COMPLETE NAME OF THE PO** on **INSERT THE DATE** and is submitted for approval by the 90 MSG/CC, FE WARREN AFB, WYOMING.

(ORIGINAL SIGNATURE)

TYPE IN PRESIDENT'S NAME

Date

INSERT THE COMPLETE NAME OF THE PO

President

