

BY-LAWS

ARTICLE I DUTIES OF OFFICERS

SECTION 1 – ELIGIBILITY: All members in good standing of the **Name of Private Organization** shall be eligible for election to any of the officer positions.

SECTION 2 – NOMINATIONS: Elections will be held annually in **Month**. Nominations will be made at the open membership meeting prior to the month of the elections. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.

SECTION 3 – PROCEDURE: All officers will be elected by a majority vote, using secret ballots, of all members present at the election meeting. The Secretary will announce the results of the election.

SECTION 4 – TERMS OF SERVICE: The term of service is for one year beginning 1 **Month**.

SECTION 5 – SPECIAL ELECTIONS: Except for a presidential vacancy, special elections will be held at the next possible meeting to fill the officer position(s). In the event of a presidential vacancy, the Vice-President will automatically assume the position until the next general election.

SECTION 6 – TERMINATION OF OFFICERS: Officers may be removed from office for improperly discharging duties and responsibilities and for actions that discredit the **Name of Private Organization**. A two-thirds vote of the current membership shall be required to remove such an officer. Officers being considered for removal will be allowed the opportunity to address the general membership. Officers may also resign by submitting their resignation in writing to the executive committee. Removals are effective immediately while resignations are effective 30 days later.

ARTICLE II ELECTIONS AND VOTING

SECTION 1 – GENERAL PROVISIONS: All members have full voting rights. The President may not vote except in a tie or during an election of officers. A simple majority of eligible members present is required for passage of any matter voted upon except as otherwise specified in this Constitution and by-laws.

SECTION 2 – SPECIAL VOTING PROCEDURES: A two-thirds majority vote of all members is required for the removal of an officer for cause and the approval of the Constitution and by-laws or any revision thereof.

ARTICLE III DUES AND FEES

SECTION 1 – FEES AND DUES (if applicable): Members of the **Name of Private Organization** shall pay annual dues in the amount of **Number** to be paid to the Treasurer.

ARTICLE IV COMMITTEES

SECTION 1 – STANDING COMMITTEES: The executive committee, with the advice and consent of the membership, shall establish and maintain standing committees as needed. The names and functions of the standing committees at the time of formal organization are: [list the committees](#).

SECTION 2 – SPECIAL COMMITTEES: Special committees will be appointed to plan, organize, and execute specific projects. The President will appoint the Chairperson of the committee and the committee and the remaining committee members will be volunteers.

ARTICLE IV FINANCES AND TAXES

SECTION 1 – FINANCES: The organization with gross annual revenue of \$5,000 or more will submit an annual financial report/statement to the 8th Force Support Squadron Private Organization Monitor. An annual audit will be performed by a certified public accountant (CPA) when annual gross revenues (sales, income, dues, services, charges, etc.) are \$250,000 or more. This audit will be at the expense of the organization. Organizations with annual gross revenues of more than \$100,000 but less than \$250,000 must have an annual audit performed by a public accountant (CPA not required) at the expense of the organization.

SECTION 2 – FRAUD: If there are signs of fraud or improprieties, regardless of the amount of revenues, the Installation Commander, or delegate, will ask the Air Force Audit Agency to do an audit to protect the Air Force's interest. A copy of any audit performed will be forwarded to the 8th Force Support Squadron Private Organization Monitor

ARTICLE IV INSURANCE COVERAGE

Insurance requirements will be in accordance with AFI 34-223, paragraph 10.11 and in compliance with base legal office directives. A request for a waiver will be routed through the base legal office prior to approval. The waiver authority for insurance coverage is the installation commander or delegate. Once the waiver is approved, it will be reevaluated annually.

ARTICLE IV AWARDS/GIFTS

Awards and gifts will be bestowed upon individuals that the **Name of Private Organization** feels should be recognized. The majority or 75% of the present membership must approve the worthiness of the individual in order for an award or gift to be bestowed. Worthiness is determined by the active participation of the individual in **Name of Private Organization** activities. The **Name of Private Organization** reserves the right to deny awards and gifts to an individual that has not actively participated in any activities. Any exceptions or grievances will be discussed and voted upon by the **Name of Private Organization** Council. Any award or gift will not exceed a monetary value of \$25.00 with the exceptions of retirements. Retirement gifts and awards will not exceed a monetary value of \$50.00

This charter was approved by a majority of the **Name of Private Organization** and became effective [date](#).

(WET SIGNATURE REQUIRED)
Name (Do not use Rank, Official Symbol)
President