

Constitution

Of

YOUR PRIVATE ORGANIZATION'S NAME

Article I

Name and Purpose

[Your Organization's Name](#), Whiteman AFB MO, is a private organization that shall be hereinafter referred to in the constitution and bylaws as the "[Organization's name.](#)" The purpose of this group is to... "[Detailed Purpose of Organization](#)"

Article II

General Provisions

The organization operates on a military base only with the consent of the installation commander. This organization will be self-sustaining. There will be no direct financial assistance to the organization from any non-appropriated fund instrumentality (NAFI) in the form of contributions, dividends, or donations of monies or assets. Operation is contingent on compliance with DAFI 34-106 and all applicable Air Force regulations. The members are liable for organizational debts in the event of the organization's assets are insufficient to discharge liabilities.

Article III

Officers and Governing Body

Section I. The executive power shall be vested in the executive board who will be elected officers or the organization. Elected officers will consist of a president, vice president, recorder and treasurer. It is the responsibility of the executive board to ensure asset accountability, liability satisfaction and assuring responsible financial and operational management.

Section II. Newly elected officers should consult 509 FSS/FSR for guidance/training on local base requirements, procedures and information that supplements DAFI 34-106. It is the responsibility of the organization to ensure that a new phone list and address list is provided immediately upon change to 509 FSS/FSR to ensure current point of contact information will be on file.

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Article IV
Membership Patronage

Membership in this organization is voluntary. All Whiteman Air Force Base personnel and their family members are eligible for membership. Per paragraph 5.3 of DAFI 34-106, discrimination or preferential treatment will not take place in hiring practices or membership policies (including officership eligibility) based the following protected classifications: race, color, religion, sex, national origin, disability, age (40 and over), and retaliation for prior Equal Opportunity (EO) activities. Members will subscribe to the purpose and ideas of this organization as set forth in the constitution and bylaws. Termination of membership will be automatic upon PCS, PCA, retirement or separation.

Article V
Method of Financing

Section I. Dues. Membership dues will be paid _____ and in the following manner _____ . Normal dues collection will take place at the general membership meetings in _____ and _____. Members that join in between the cycle will pay on a prorated basis for the remaining months left on the scheduled payment term.

Section II. The organization may conduct occasional fund-raisers such as bake sales, dances, car washes, or similar infrequent functions. Prior to such an event all requests will be submitted to 509 FSS/FSR who will review the request and forward for approval in accordance with DAFI 34-106.

Article VI
Activities

Section I. The organization will not engage in activities that duplicate or compete with any base Services activity or NAFI; including the Army and Air Force Exchange Service (AAFES.)

Section II. The organization must not prejudice or discredit the US Government or conflict with governmental activities in the course of doing business.

Section III. Private Organizations and unit unofficial activities may not directly solicit cash donations for their organization on base.

Section IV. Private Organizations and unit unofficial activities may raise funds through approved on base fundraising events. Fundraising raffles may be conducted on a DAF installation by those Private Organizations that are composed primarily of DoD personnel or their family members. All requests to conduct raffles must be reviewed by FSS/FSR, Legal Office and the by the Installation Commander or designee. A raffle counts towards the overall Private Organization's limit to hold not more than three fundraisers per calendar quarter. Unit unofficial activities are not authorized to conduct raffles.

Article VII
Meetings and Quorums

Section I. General membership meetings will be held _____, unless otherwise published. The meeting times will be _____. Special meetings can be conducted at the discretion of the president.

Section II. No voting will take place at a meeting unless a quorum is present. # of members present constitutes a quorum.

Article VIII
Adoption and Amendments

Section I. The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, whichever comes first and must be reviewed by the servicing Staff Judge Advocate's office by submitting updated documents to FSS/FSR Private Organization Office. Proposed changes and revisions will be forwarded to 509 FSS/CC for approval and are subject for final review by the installation commander or designee.

Section II. The constitution and bylaws amended by change or revision will remain in effect for a period of not less than 6 months.

Article IX
Dissolution

Upon dissolution of the organization, assets will be disposed of in accordance with DAFI 34-106. No individual member will benefit monetarily or materially from such disposition. Should disposition become necessary by the organization, the 509 FSS/CC will be notified in writing by the organization. The organization operates only at the discretion of the installation commander. Should he/she deem that there is just cause, or when the activities of the organization no longer provide a positive morale or service to installation personnel, the 509 FSS/CC or installation commander can dissolve the organization. Whatever funds are contained in the treasury at the time of dissolution will be used to satisfy outstanding debts, liabilities, or obligations. The balance of these assets will be donated to base youth programs or local charities.

Article X Insurance

Section I. The organization has the responsibility of obtaining liability insurance against personal injury and property damage claims, and for misappropriation or embezzlement of funds by its members.

Section II. By a majority vote of its' members, the organization has determined that the normal course of activities of this organization does not require liability or fidelity insurance. There is a limited risk and extremely low liability exposure. Additionally, IAW DAFI 34-106, paragraph 5.16, all booster club members will sign this constitution or a separate form documenting their understanding that they are jointly and severally liable for the obligations of "Your Organization".

Section III. A waiver of insurance request is attached for the installation commander's approval/disapproval.

Bylaws for the

{Private Organization Name}

Article I Duties of Officers

Section I. President. He/she will preside over the general and special membership meetings. The president will appoint committee chairpersons when they are required for special fund-raisers or other events. The president will ensure standing committees prepare monthly activities and/or financial reports and will track the progress of each of these committees. If a monthly reporting cycle is too long, the president will increase the reporting frequency, to ensure good operational and fiscal management is being maintained at all times.

Section II. Vice President. He/she will assume all duties and responsibilities of the president in their absence. The vice president will perform all other duties as required by the president.

Section III. Recorder. He/she is responsible for maintaining an accurate record of the proceedings and preparing a written memorandum (minutes) to present to the general membership at the next meeting. A copy of each meeting's minutes will be signed by the president and retained by the recorder. A copy of the minutes from the meeting in which new officers are elected will be sent to 509 FSS/FSR not later than 10 working days following the meeting. The recorder will take attendance at each meeting, and ensure organizational records are compiled, maintained and transferred to his/her successor. He/she will perform such other duties as required by the president.

Section IV. Treasurer. He/she will accomplish a financial statement each month. The treasurer will collect, disburse and maintain financial records for all monies used by the organization. A consolidated financial statement will be prepared by the treasurer for the entire calendar year and submitted to 509 FSS/FSR for review. Semi-annually, a committee appointed by the president from the general membership will audit the treasurer's records. An annual audit performed by an independent certified public accountant is required if monthly gross revenue exceeds the dollar thresholds established in DAFI 34-106. If there is an indication of fraud or other improprieties, any member of the organization, or the installation commander can request a review be performed. When thresholds do not meet the requirements for a certified audit, and the executive board suspects fraud or other improprieties, they may request an audit be performed. IAW DAFI 34-106, the installation commander may elect to have an audit performed by the Air Force Audit Agency when he/she deems such action warranted. All audits and financial reviews will be submitted to the 509 FSS/FSR and filed in the organization's historical folder. All financial records will be audited at least 30 days prior to tenure and/or upon transfer to a new treasurer. A team appointed by the president from the general membership will accomplish this audit.

Article II Election, Voting and Tenure

Section I. Any person from the general membership may be nominated as an officer of the organization. The membership will approve the nomination by a two-thirds vote of the active members present at any general or special meeting.

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Section II. The term of office for all elected officers will be one year from the time of the election.

Section III. Voting will be by a simple majority of all active and honorary members present. No proxy voting is permitted. Voting will take place only if a quorum is present at the time of the election.

Section IV. Members will be notified of upcoming elections. Notification of selection will be publicized at least 30 days prior to the beginning of the term of office. Elected officers may be removed by a two-thirds vote of the active membership, providing a notice of termination was submitted to the officer 30 days in advance. Chairpersons and other appointees may be removed at the discretion of the president.

Article III Dues and Fees

Reference Article V of the constitution. No other dues or fee collections are deemed necessary by the organization.

Article IV Standing Committees

Such committees will be established on a temporary or indefinite basis as deemed appropriate by the organizational president. Such committees operate with limited authority under the direction of the organizational president. Such committees must follow applicable guidelines, standards and procedures as outlined in DAFI 34-106. When the organization deems these committees are no longer required, or the intended purpose/function of the committee no longer exists, these committees can be terminated at the discretion of the organizational president. Each committee chairperson will prepare an activities and/or financial report to be submitted to the organizational president on a monthly basis, or more frequently, if the president determines such a need exists.

Article V Finances and Taxes

Section I. Monies and property of the private organization will come from donations, payments, or other receipts IAW DAFI 34-106.

Section II. The organization must comply with all applicable federal, state and local laws. If the organization desires tax exempt status, an application must be submitted to the Internal Revenue Service. A copy of the tax exemption certificate should be sent to 509 FSS for enclosure in the organization's historical record. Establishment of tax exempt status will not relinquish the organization from local or state laws. Each member is provided with a copy of the constitution and bylaws of the organization. Each member is informed prior to joining that financial liability incurred

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by the organization may result in individual responsibility, specifically that members may be held jointly and severally liable for the organization’s actions or inactions. This does not relinquish the members’ responsibility even if the organization has been dissolved or redesigned. For this reason, the executive board will ensure that a time phased plan of action is prepared for review by the membership, prior to dissolution of assets, or at any time financial statements reflect the organization to be having financial trouble. The organization must be able to discharge its debts. Should the entity fail to do so, it will be the responsibility of its members to ensure that all debts are satisfied.

Article VI
Insurance Coverage

Reference Article X of the constitution. Should additional coverage be required this article will be amended to include changes/additions.

Article VII
Awards and Gifts

Section I. Expenses of the organization may include competitive awards or contributions for worthy purposes such as base youth activities, childcare centers, or chapel programs.

Section II. The organization will ensure that all expenditures meet and are reported within the guidelines established within DAFI 34-106.

_____ PRESIDENT	_____ DATE
_____ VICE PRESIDENT	_____ DATE
_____ SECRETARY	_____ DATE
_____ TREASURER	_____ DATE

JOHN M. MCQUADE, Colonel, USAF
Commander, 509th Mission Support Group