

**CONSTITUTION**  
**[PRIVATE ORGANIZATIONS NAME]**

**ARTICLE I**  
**Name and Purpose**

SECTION 1 – NAME: The name of this organization shall be the [PO Name] [Note: IAW AFI 34-223, 10.1.1. POs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities.]

SECTION 2 – PURPOSE: The purpose of the [PO Name] shall be to support and enhance the health, morale and welfare of all [who is the organization for] personnel.

**ARTICLE II**  
**General Provisions**

SECTION 1 – AUTHORITY: The [PO name] is a private organization operating on RAF Mildenhall under the authority of AFI 34-223 and with the written consent of the Commander, 100 Air Refueling Wing. It is a self-sustaining interest group operated by people outside the scope of any official position they have with the Federal government. The [PO name] operates only contingent upon compliance with the requirement and condition of applicable Air Force directives. (AFI34-223, §1)

SECTION 2 – OBJECTIVE: In order to maintain constancy of purpose, the [PO Name] will establish goals and objectives designed to fulfill the purpose. The goals and objectives are to provide morale and welfare for the [Note – provide a thorough description of what the PO aims to achieve.].

SECTION 3 - LIABILITIES: The liabilities of the [ PO Name] are as follows:

- a. OBLIGATION: Obligations will be for the sole use and benefit of the [PO Name]. No individual may obligate the [PO Name] without approval from the [PO's approving authority. Example, the treasurer]. If an obligation is made without prior approval, the member will be held liable.
- b. INSOLVENCY: Members of the [PO Name] may become personally financially liable for the obligations or debts of the [PO Name] if its assets fail to meet such obligations and debts. Said membership is also liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.
- c. JOINT AND SEVERAL LIABILITY: Members of the [PO Name] understand that they are jointly and severally liable for the obligations of the organization. The [PO Name] understand and acknowledges that it must document this fact in writing and provide prove that all members accept such liability to 100 FSS.

SECTION 4 - EMPLOYMENT: Any employment by the organization will not be based on race, color, marital status, age, creed, national origin, political affiliation, membership in a labor organization, sex, or physical handicap. (AFI34-223, §10.2.)

SECTION 5 - FEDERAL, STATE, AND LOCAL LAWS: The [PO Name] will comply with all federal, state, and local laws governing like civilian activities.

### **ARTICLE III Membership**

SECTION 1 - QUALIFICATIONS: Membership in the [PO Name] is voluntary and unrestricted with respect to race, religion, color, national origin, or sex. (AFI34-223, §10.2.)

SECTION 2 - TYPES OF MEMBERSHIP: The [PO Name] will have [only one or two/three] type(s) of membership: full membership with all privileges, obligations, and voting rights. [Describe what the criteria are for individuals to be eligible for membership. Example, only members of 100 ARW Wing Staff and their dependents]

SECTION 3 - FEES AND DUES: Fees and Dues will not be paid by members of this organization. **OR**  
FEES AND DUES: Dues will be paid by members of this organization on a monthly basis.  
(Choose one and add the PO's dues pay scheme if applicable) (AFI34-223, §10.5)

SECTION 4 - APPLICATION FOR MEMBERSHIP: Membership is open for all individuals who meet the requirements outlined in Article III, Section 1.

### **ARTICLE IV Officers and Governing Body**

SECTION 1 - DESCRIPTION: The [PO Name] will be governed by an executive committee consisting of four/five elected officers: President, Vice-President, Recorder, Treasurer, and Chairman of Ways and Means Committee (optional). Officers will ensure the [PO Name] complies with all requirements of this Constitution.

a. **PRESIDENT:**

- (1) Responsible for enforcement of the Constitution, and all other rules, regulations, and conventions of the organization.
- (2) Presides over all meetings of the organization.
- (3) Appoints and terminates special working committees as necessary.
- (4) Countersigns all of the organizations minutes.
- (5) Represents the organization at all functions requiring an organizational representative.
- (6) May sign checks in absence of treasurer if designated on the account.
- (7) Acts as Treasurer in his or her absence.

(8) Appoints a Recorder in case of his or her absence.

(9) Responsible for the disposition of any assets or discharge of any liabilities remaining in the event the organization is dissolved.

b. VICE-PRESIDENT:

(1) Perform duties of the President in the absence of the President.

(2) Assumes the duties of the President in the event of resignation or removal of the President.

(3) Monitors progress of all committees.

(4) Monitors membership continuity.

(5) Performs duties as Parliamentarian.

(6) May sign checks in absence of treasurer if designated on the account.

c. TREASURER:

(1) Receives and disburses funds belonging to the organization as directed by the voting membership and /or the executive committee.

(2) Collects funds as required.

(3) Maintains the organizations financial records.

(4) Presents a financial summary at each membership meeting.

(5) Maintains the organizations checking account.

(6) Signs checks.

(7) Acts as Vice-President in his or her absence.

(8) Whenever the Treasurer leaves office, the account will be audited by a disinterested party prior to the new Treasurer taking office.

d. RECORDER/SECRETARY:

(1) Records proceedings of general membership meetings, executive committee meetings, and special meetings called by the President.

(2) Maintains the organizations membership lists with records of attendance and participation.

(3) Makes available to the membership copies of Constitution, by-laws, and minutes of all meetings.

(4) Distributes meeting minutes to all applicable members.

(5) Provides membership-meeting minutes to the 100th Force Support Squadron PO coordinator.

(6) May sign checks in absence of treasurer if designated on the account.

**e. CHAIRMAN OF WAYS AND MEANS COMMITTEE:**

(1) Acts as focal spot for fund raising opportunities.

(2) Receives information from group regarding possible fund raising opportunities.

(3) Identifies and investigates details and mechanics of fund raising opportunities.

(4) Presents facts (pro's and con's) of fund raising opportunities to group with recommendations.

**SECTION 2 – ELECTIONS:**

a. **NOMINATIONS:** Nominations will be made at open membership meetings. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.

b. **PROCEDURES:** All officers will be elected by a majority vote, using secret ballots, of all members present at the election meeting.

c. **ABSENTEE BALLOTS:** Absentee ballots will be allowed for members who are TDY, or on leave. Absentee ballots must be received by the executive committee or designated individual before the general election.

d. **TERM OF SERVICE:** Elections will be held at the [when] membership meeting and the new officers will serve for one year beginning [When].

e. **SPECIAL ELECTIONS:** Except for the Presidential vacancy, special elections will be held at the next possible meeting to fill the officer positions. In the event of a Presidential vacancy, the Vice-President will automatically assume the position and hold Vice-Presidential elections.

f. **VACANCY APPOINTMENTS:** The president may appoint a member to fill an interim officer vacancy to ensure continuity until elections are held.

g. **NEW OFFICERS:** New officers will consult the 100th Force Support Squadron for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, if needed.

### SECTION 3 - TERMINATION OF OFFICERS:

- a. REMOVAL FOR CAUSE: Officers may be removed from office for improperly discharging duties and responsibilities or for actions that discredit the [PO Name]. A two-thirds vote of the current membership shall be required to remove an officer. Officers being considered for removal will be allowed the opportunity to address the membership.
- b. RESIGNATION: Officers may resign by submitting their resignation in writing to the executive committee. Resignations will be effective [When] days later.
- c. PCS/PCA: Officer terms are automatically terminated [When] prior to PCS or PCA.
- d. TDY: Members who hold an official capacity and will be TDY longer than [How long] may be required to resign from that office or position. These occurrences will be presented on a case-by-case basis to the membership for determination.

## ARTICLE V Meetings

### SECTION 1 - TYPES OF MEETINGS:

- a. GENERAL MEMBERSHIP MEETINGS: General meetings are held monthly and are the forum for conducting normal organization business.
- b. SPECIAL MEETINGS: Called by the President, these meetings are used to fill officer vacancies or conduct immediate business that must be resolved before the next scheduled general membership meeting.

SECTION 2 - QUORUM REQUIREMENTS: Ten members and at least two officers will constitute a quorum.

SECTION 3 - TIME AND PLACE OF MEETINGS: Notification of meetings will be made through meeting minutes or as otherwise deemed appropriate by the executive committee.

SECTION 4 - PARLIAMENTARY PROCEDURES: General membership meetings will include the following:

- a. RECURRING BUSINESS:
  - (1) Review and approval of previous minutes
  - (2) Treasurer's Financial Report
  - (3) New/Departing Members
- b. OLD BUSINESS

- c. ITEMS FROM MEMBERS
- d. NEW BUSINESS
- e. EXECUTIVE MEETING UPDATES
- f. ADJOURNMENT/NEXT MEETING

Meetings will be adjourned by a motion from the floor and agreement by majority vote of members present.

SECTION 5 - MEETING MINUTES: The Recorder or secretary (or designated replacement) will record the contents of each meeting. The minutes, including financial statements, will be distributed to all the [PO Name] members and the 100th Force Support Squadron within two weeks.

## **ARTICLE VI**

### **Voting**

#### **SECTION 1 - GENERAL:**

- a. VOTING ENTITLEMENTS: All members have full voting rights. The President may not vote except in a tie or during an election of the organization's officers.
- b. PASSAGE REQUIREMENT: A simple majority of eligible members present is required for passage.
- c. TIE VOTES: In the event of a tie, the President will cast the tie-breaking vote.

SECTION 2 - SPECIAL VOTING PROCEDURES: Approval of the charter, by-laws, Constitution, or any revision thereof will require a two-thirds majority vote of all members. Removal of an officer for cause shall require a two-thirds majority of all members.

## **ARTICLE VII**

### **Committees**

#### **SECTION 1 - STANDING COMMITTEES:**

- a. EXECUTIVE COMMITTEE: This committee is charged with ensuring compliance with the bylaws of the Constitution. The ~~four~~/five officers of the organization, with the President acting as Chairperson, will compose the body of this committee. Minimum duties of this committee include:
  - (1) Review of all proposed constitutional changes.
  - (2) Annual review of charter and bylaws before submitting them to 100 FSS/FSR for review.

(3) May disburse up to one hundred dollars between general membership meetings with the concurrence of the majority of the executive committee members.

(4) Charged with supervising the annual election of new officers will accept nominations from the floor during the August meeting and will prepare ballots for the September election.

(5) During the September meeting, the Committee will introduce the nominees to the membership. Nominees will be given the opportunity to speak. Afterwards, the committee will conduct the elections.

b. **WAYS AND MEANS COMMITTEE:** This committee is charged with organizing and conducting fund raising activities. The Chairperson of this committee will be elected by the membership during the annual elections and the President will appoint additional members, of an appropriate number, to support specific fund raising events.

**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 remaining committee members must be volunteers.

## **ARTICLE VIII**

### **Fund Raising Activities – Sources of Income**

Fund raising projects will be voted on and administered by the membership of the [PO Name].

a. These events will be coordinated through the Force Support Commander (100 FSS/CC) and approved by the installation commander or designated representative.

b. Approval is required for POs or unofficial activities whether the fund raiser is conducted on or off installation. No more than three fundraisers per calendar quarter. (AFI34-223, §10.20.2)

c. The organization will not engage in any activities that compete with those of any appropriated fund FSS activity, Army and Air Force Exchange services, or NAFI programs on RAF Mildenhall or are prohibited by (AFI 34-223, §5.5).

d. Other sources of income will include [list other sources of income if any. If none, write that there are no other sources of income except fund raising activities.].

## **ARTICLE IX**

### **Accounting**

#### **SECTION 1 - RESPONSIBILITY:**

a. The Treasurer shall be responsible for asset accountability, liability satisfaction, and responsible financial management.

b. **APPROPRIATED FUNDS/NAFI:** Neither appropriated funds activities nor NAFIs may assert any claim to the assets or assume any obligations of private organizations.

c. TREASURER: The Treasurer shall be responsible for the deposit of funds into a checking account with a designated banking facility on RAF Mildenhall.

SECTION 2 - FINANCIAL STATEMENTS: The Treasurer will maintain a monthly financial statement and present the status of all financial transactions and current balance, at each regular meeting of the [PO Name] and submit a copy of monthly financial statements to 100th Force Support Squadron Private Organization coordinator.

SECTION 3 - AUDIT REQUIREMENTS: The account will be audited prior to the installation of a new Treasurer or when the membership deems necessary. The audit will be performed by a disinterested party of two individuals with no ties to the organization's officers. If gross annual revenue is \$5,000 or more, an annual financial statement will be submitted to the installation commander or his representative. If gross annual revenue is more than \$100,000, but less than \$250,000 an annual review by a public accountant is required.

SECTION 4 - SELF-SUSTAINMENT: The organization must be self-sustaining.

SECTION 5 - CHECKS: All checks for the [PO Name] expenditures will be signed by the Treasurer or other officer if designated at the banking facility.

## **ARTICLE X**

### **Revision and Approval of Charter**

Suggested revisions to the charter may be submitted as new business at any scheduled the [PO Name] meeting. Upon approval by a two-thirds majority of members, the charter will be amended to reflect the change. The charter will then be effective upon signature of the President of the [PO Name]. The charter will be forwarded to the 100th Force Support Squadron for review and staffing through 100 ARW/JA, with final approval by the installation commander or appropriately delegated approval authority.

## **ARTICLE XI**

### **Dissolution**

In case of dissolution of the [PO Name] (AFI34-223, §12), written notice will be given to the 100th Force Support Commander and dissolution will be carried out only with the final approval of the installation commander or representative. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. Any remaining funds will go to the [MUST specify where any remaining funds will go after dissolution. For example, the Firefighter's Benevolent Society etc. It cannot simply state that it will be decided by the board at a later time.].

## **ARTICLE XII**

### **Insurance Coverage**

The PO understands that insurance must be obtained unless a waiver of insurance is granted by the Installation Commander or designee (100 MSG/CC). Additional insurance for special activities involving members of the general public, or which are potentially hazardous, will be obtained commensurate with the risk involved, despite any insurance waiver previously obtained. [Note - Physical activities such as 5k



runs or sport tournaments will require liability insurance as the risk involved with the events is above the negligible liability standard] (AFI34-223, §10.15)

### **ARTICLE XIII**

#### **Annual Review**

SECTION 1 - REVIEW IN ACCORDANCE WITH AFI 34-223: Each organization is required to undergo an annual review by the 100th Force Support Squadron to determine if its constitution, bylaws, charter, articles of agreement or other organizational documents, prescribing membership provisions and purposes, still apply. The date of this review will be determined by the Force Support Squadron.

SECTION 2 – 100TH FORCE SUPPORT SQUADRON NOTIFICATION: In accordance with AFI 34-223, we must provide the 100th Force Support Squadron with:

- a. Copy of the Constitution and Bylaws.
- b. Copy of Insurance/Waiver of Insurance.
- c. List of Current Officers (including email and phone numbers).
- d. Copies of meeting minutes.
- e. Copies of financial statements.
- f. Copies of tax exempt status documents.

Failure to comply with AFI 34-223 will result in recommendation for dissolution.

This charter was approved by a majority of the [Name of PO] and became effective \_\_\_\_ day of \_\_\_\_\_ 20\_\_

### **ARTICLE XIV**

#### **Certification to FSS/FSR**

SECTION 1 - Certification: The [PO Name] certifies that all members of the PO have been notified and understand their personal financial liability for obligations of the PO. This acknowledgment will be documented in writing and provided by the PO to 100 FSS/FSR. If new members are acquired after the approval of this constitution, the [PO Name] will update 100 FSS/FSR with a list of its new members with a similar certification.

**ARTICLE XV**  
**Signature of All Officers** [Add Signature Blocks as Necessary]

\_\_\_\_\_  
President's signature and telephone

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Secretary's signature and telephone

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Chairperson of Ways and Means' signature  
and telephone (optional)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Vice-President's signature and telephone

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Treasurer's signature and telephone

\_\_\_\_\_  
Print Name

1st Ind, **PO NAME**

**DD Mmm YY**

MEMORANDUM FOR 100 FSS/FSR

Approved/Disapproved.

CAROL J. MILLER, Col, USAF  
Commander, 100th Mission Support Group