

CONSTITUTION OF THE [INSERT PO NAME HERE]

ARTICLE I - NAME AND PURPOSE

Section 1: The name of the organization shall be the [PO Name Here]. This organization is an independent, private organization approved by the installation commander and operating within the requirements and conditions of Air Force Instruction 34-223, *Private Organization Program*.

Section 2: The [PO Name Here] is a voluntary organization for the purposes [insert purpose here]. (Sample: of developing esprit de corps and a sense of unity, both professional and social; maintaining and fostering a sense of camaraderie among enlisted members; promoting traditional values, customs, and courtesies; sustaining the health, welfare, and morale of the joint and coalition enlisted corps; mentoring leadership qualities; supporting selected initiatives and functions; and for promoting coalition standards and policies.)

ARTICLE II - GENERAL PROVISIONS

Section 1: The [PO Name Here] operates on Seymour Johnson Air Force Base, North Carolina, only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

Section 2: The membership is liable under the laws of the United States for organizational debts in the event the organization's assets are insufficient to discharge liabilities. All members will be notified of their personal financial responsibility for obligations of the private organization.

Section 3: The [PO Name Here] will display the following disclaimer on all print and electronic media mentioning the organization's name to confirm the [PO Name Here] is not a part of DoD: "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." This disclaimer also must be provided in verbal communications and public announcements.

Section 4: To prevent the appearance of an official sanction or support by the Department of Defense, the [PO Name Here] will not use the following items:

- a) The name or seal of the Department of Defense or the acronym DoD.
- b) The name, abbreviation, or seal of any DoD component or instrumentality.
- c) The seal, insignia, or other identifying device of the local installation.
- d) Any other name, abbreviation, seal, logo, insignia, or the like, used by any DoD component to identify any of its programs, locations, or activities.

ARTICLE III - OFFICERS AND GOVERNING BODY

Section 1: The Executive Committee of the [PO Name Here] shall be the President, Vice President, Treasurer and Secretary. The Executive Committee is responsible for assuring responsible financial and operational management and shall perform duties as prescribed in the Bylaws.

Section 2: Executive Committee members will be limited to active voting members. Tenure shall be for the amount of time voted upon and determined by the [INSERT PO NAME] or until a new election is required due to early release or resignation of the incumbent.

Section 3: No person will hold more than one office at a time and/or be eligible to serve more than one term in the same office.

Section 4: Officers' terms of office may be terminated prior to their expiration for early reassignment, emergencies, resignation, or for failure to meet participation requirements when recommended by the Executive Committee and approved by the majority of the membership.

ARTICLE IV - MEMBERSHIP

Section 1: Membership is voluntary and open to [insert membership eligibility here, which should primarily be limited to members of the DoD community], assigned or attached to Seymour Johnson Air Force Base, North Carolina. Voting rights shall be limited to members who [insert membership requirements (buy a coin, pay dues)]. Membership dues shall be paid on a [monthly/yearly] basis. Membership is terminated upon reassignment outside of [insert span of membership eligibility, such as the squadron, office, flight, group, etc.].

Section 2: Associate membership is available to [insert criteria, such as additional duty first sergeants, sister service equivalents, etc.]. Associate members will not have voting rights and will not count towards a quorum.

Section 3: Discrimination based on race, religion, color, age, national origin, disability, ethnic group, or gender is prohibited.

ARTICLE V - METHOD OF FINANCING

Section 1: This organization is financially self-sustaining and there shall be no direct financial assistance from a nonappropriated fund instrumentality in the form of contributions, repairs, services, dividends, or other donations of money or other assets. Income raised by the organization will not accrue to individual members except through wages and salaries for private organization employees, if any, or as payment for services rendered.

Section 2: Other finances will be obtained from fundraising activities and donations [include all proposed sources of income]. Fundraisers will include: [list anticipated fundraisers, such as Jail-n-Bail, Pie in the Face] and similar type activities as voted on by the membership. All fundraisers must receive prior approval through 4 FSS/FSR. No form of gambling, or the operation of amusement/slot machines is allowed.

Section 3: Funds collected will be used for operation of the organization, to offset activity expenses, and to purchase necessary items based upon the annual budget approved by the organization membership.

ARTICLE VI - ACTIVITIES

Section 1: This private organization will conduct activities only to achieve the purpose for which it is established.

Section 2: Activities will not duplicate or compete with activities of the Army and Air Force Exchange Service (AAFES) or Services Nonappropriated Funds Instrumentalities (NAFIs).

ARTICLE VII - MEETINGS AND QUORUMS

Section 1: Regular meetings of the [PO Name Here] shall be held on the [insert meeting schedule here] at the [insert location here], if the [primary location] is not available, the meeting will be held at a place and time determined by the Executive Committee.

Section 2: Special meetings may be called by the President, the Executive Committee, or by five or more members of the [PO Name Here] via a written request. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least 3 work days notice shall be given.

Section 3: Quorum. Ten members shall constitute a quorum. If fewer are present, the President may adjourn the meeting. A business and information meeting may still be held and recorded; however, motions may not be made.

Section 4: The order of business will include:

- a) Call the meeting to order
- b) Recognize new/departing members and Special Guests
- c) Reading of previous meeting minutes and approval
- d) Reports from officers or committees
- e) Old business
- f) New business
- g) Open forum
- h) Guests/Mentor
- i) Adjournment

Section 5: General *Robert's Rules of Order* will govern the [PO Name Here] in all cases to which they are applicable and in which they are not inconsistent with the constitution or bylaws or any other special rules of order the [PO Name Here] may adopt.

Section 6: The [insert job title] will act as an Advisor to the [insert PO name], but will not have voting rights or count towards the quorum.

ARTICLE VIII - ADOPTION AND AMENDMENTS

Section 1: By an affirmative vote of two-thirds of the members present, this constitution and bylaws shall be adopted provided it is found to be legally sufficient and approved by the installation commander or a designee.

Section 2: The constitution and bylaws may be amended at any regular meeting of the [PO Name Here] by a two-thirds vote of the members present, provided that the amendment has been submitted at the previous regular meeting.

Section 3: The constitution and bylaws are subject to final review and approval by the installation commander, or a designee, and will be submitted for review at least every 2 years, or when there is a change in the purpose, function, or membership eligibility of the [PO Name Here], whichever comes first.

ARTICLE IX - 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 the assets will be disposed of as determined by the membership.

Section 2: The Chief, Resource Management Flight (4 FSS/CC) and 4 FSS/FSR will be informed of the intent to dissolve the organization and prepare a time-phase action plan to do so.

Section 3: When the members decide to dissolve the organization, a notice will be given to the installation commander via 4 FSS/FSR, a full financial statement shall be forwarded to the 4 FSS/CC. Dissolution of the organization shall be carried out only with approval of the installation commander or a designee. If adequate funds are not available to cover all outstanding debts and liabilities of the organization, all members of the organization have the personal financial responsibility to pay such debts and liabilities. Each member's understanding will be documented and saved on file by the Secretary.

Section 4: The installation commander has the authority to prohibit the organization from operating on the installation.

ARTICLE X - INSURANCE

Section 1: Insurance coverage was considered and not deemed necessary; however, it should be reviewed before involvement in any major project. A waiver of financial liability insurance will be requested and the requirement will be reviewed annually.

Section 2: [PO Name Here] members are jointly and severally liable for the obligations of the organization, and the absence of liability insurance places each member's personal assets immediately at risk in the event of the organization's liability. Each member's understanding of this liability will be documented. This documentation will occur on an annual basis with each member acknowledging the following:

As a member of the [PO Name Here], I understand that the normal activities of the [PO Name Here] are administrative in nature and would not normally involve a great degree of risk; however, I understand that it is recommended that the organization maintain liability and property damage insurance coverage. This

coverage should be commensurate with the risk level of the particular activity such that it will protect against any claims or lawsuits which might arise from the commission or omission of acts by the members when acting in any capacity for or participating in any activities of the organization. Additionally, I understand that the US government nor any non-appropriated fund instrumentality will be liable for any claims or judgments against the organization or its members. The 4 MSG/CC, upon written request, may waive this insurance requirement if the organization has extremely low liability exposure. However, in doing so, I understand that I am at risk of being jointly and severally liable for any claims made against [PO Name Here]. Although not recommended, if an insurance waiver is granted, it must be reviewed on an annual basis. Special events may arise which greatly increases the insurable risk, and for such events, insurance protection shall be obtained.

ADOPTED BY two-thirds majority vote of the membership present on _____.

Rank First M. Last
President

Rank First M. Last
Vice President

Rank First M. Last
Treasurer

Rank First M. Last
Secretary

BYLAWS OF THE [INSERT PO NAME HERE]

ARTICLE I - DUTIES OF OFFICERS

Section 1: The President shall manage and supervise all aspects of the [PO Name Here]. Call, schedule, convene and conduct all meetings. Convene the Executive Committee and obtain majority consensus, however, if the decision is time sensitive, the President will make the decision for the board and inform the board of the decision at the next Executive Committee meeting (or sooner). Supervise elections, appoint committees and chairpersons, as deemed necessary. Make interim appointments to fill vacancies. Ensure a [PO Name Here] member is available to function as liaison between the [PO Name Here] and other functional organizations (specifically other Enlisted Councils/Associations) on Seymour Johnson Air Force Base, North Carolina,, as appropriate.

Section 2: The Vice President shall assume the duties of the President in his/her absence or when the President is unable to complete their term. Assist the President in carrying out the President's duties. Maintain the [PO Name Here] Combined Constitution and Bylaws.

Section 3: The Treasurer shall collect, 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. Provide financial status at the [PO Name Here] Meetings, Executive Committee meetings and/or upon request. Provide a budget for known future expenditures and known future planned revenues to the Executive Committee. Cause any two members of the [PO Name Here] to conduct an audit of the financial records upon election of a new Treasurer. Keep an updated roster of all current dues-paying members. Maintain a log of coin sales. Forward a copy of Audits and Treasurer Reports, to the Private Organization Program Manager (4 FSS/FSR) upon completion of the report, within 15 days of the end of the quarter and/or upon request.

Section 4: The Secretary shall maintain written minutes of all meetings. Minutes shall be made available for review to any member. A copy of all organization minutes approved by the members will also be forwarded to the President and 4 FSS/FSR. The secretary will provide an update reflecting any changes in the PO's officers to 4 FSS/FSR. The secretary will also forward a Request for Insurance Waiver to 4 FSS/FSR.

ARTICLE II - ELECTION AND VOTING

Section 1: The Executive Committee Officers shall be elected to their position by a majority vote of the members present. Nominations and voting will take place a minimum of 2 weeks prior to the incumbent's reassignment. If elections do not take place before an incumbent's reassignment, the President will appoint members to serve as Officers until an election can take place.

Section 2: All voting will require a two-thirds majority to pass a motion. The quorum will follow the quorum outlined in the Constitution.

Section 2: Voting may be done in person or electronically, depending on the decision of the Executive Committee.

ARTICLE III - DUES AND FEES

[INSERT PO NAME] will be self-sustaining through [insert sources of income, such as dues and approved fundraisers]. The amount charged for dues will be determined by a vote at a general membership meeting.

ARTICLE IV - STANDING COMMITTEES

Section 1: The Executive Committee will consist of the President, Vice President, Treasurer, and Secretary. Duties are as outlined in the Constitution and Bylaws.

Section 2: The Morale Committee will

Section 3: The Fundraising Committee will ...

Section 4: [continue listing all standing committees and their duties/responsibilities.]

ARTICLE V - FINANCES AND TAXES

Section 1: Income will not accrue to individual members. Any income will be derived primarily for offsetting expenses of operation, which may include competitive awards or charitable contributions.

Section 2: [INSERT PO NAME] will use budgets and financial statements as financial management tools. The budget will detail financial plans for annual operations, including projected activities (income and expenses) and capital purchases (equipment and property). The budget will establish financial objectives to generate sufficient income to offset planned expenses.

Section 3: [INSERT PO NAME] will prepare an income-and-expense statement on an [pick one: accrual or cash] basis. The income-and-expense statement will reflect monetary events that have occurred during a given period.

Section 4: [INSERT PO NAME] will prepare a balance sheet that accounts for total assets, liabilities and net worth (equity) of its financial condition [INSERT SPECIFIC DATE(S) that occur at least on an annual basis].

ARTICLE VI - INSURANCE COVERAGE

Insurance coverage is discussed in Article X of the [INSERT PO NAME]'s Constitution. If insurance is deemed necessary for a particular activity or if the installation commander or a designee does not approve a request for waiver of insurance, the membership will vote on what amount of insurance shall be obtained.

ARTICLE VII - AWARDS AND GIFTS

Section 1: Awards. Awards may be [presented at the discretion of the President/voted on by the membership/a combination of both or a dollar limit for President discretion].

Section 2: Gifts. The Executive Committee is authorized to spend up to \$### for reassignment gifts, flowers/gifts for the sick, etc., without the express approval of the membership. Funds spent over that amount must be voted on.

ADOPTED BY two-thirds majority vote of the membership present on _____.

Rank First M. Last
President

Rank First M. Last
Vice President

Rank First M. Last
Treasurer

Rank First M. Last
Secretary