

BY-LAWS

(Name of Private Organization)

ARTICLE 1 DUTIES OF OFFICERS

Section 1: It shall be the duty of all officers to ensure ***(Name of PO)*** and its members comply with AFI 34-223, and all other directives applicable to the operation of ***(Name of PO)***. The Executive Board is composed of all the appointed and elected officers of ***(Name of PO)***, and ***(must be identical to Article IV of the Constitution)***.

Section 2: The President shall preside at all meetings of the membership and the Executive Board as necessary, appoint the members of each special committee established by the Board, and perform such general functions as may be necessary.

Section 3: The Vice President shall assist the President, serve as an advisor for the various committee chairpersons, and assume the duties of the President in his absence.

Section 4: Secretary and Treasurer ***(Note: The Secretary and Treasurer cannot be the same person. Their duties may be the same or separate. If so, list the duties of each.)***

- a. The Secretary ***(or Treasurer, or both)*** shall record the minutes of all membership and Executive Board meetings, prepare required correspondence, notify all members of General Membership and Special Meetings as required, and have custody of all Organization records. The Secretary ***(or)*** Treasurer ***(or both)*** shall submit the Private Organization's Constitution and By-laws to 92d FSS or 92d ARW/JA for annual review, sometime between January and March as designed by 92d FSS or 92d ARW/JA, or as changes occur.
- b. The Secretary ***(or Treasurer, or both)*** shall be responsible for sending all gifts and cards. The Secretary ***(or Treasurer, or both)*** will be authorized to charge flowers and other suitable gifts to the account of ***(Name of PO)***,
- c. A checking account will be established for ***(Name of PO)***. All checks drawn on the Organization's account will be signed by a combination of any two of the presiding officers.
- d. Except for petty cash expenditures up to \$ **_____**, all funds will be dispersed by check. ***(ensure this paragraph is consistent with Article VII, paragraph 6)***
- e. The Treasurer is required to prepare and use budgets as a financial management tool. The budgets should be presented to the officers and governing board for review and approval. ***(Mandatory)***

- f. The Secretary *(or Treasurer, or both)* is/are required to present a financial report and minutes of meetings of the organization to 92d FSS or 92d ARW/JA at least annually during the month of January, and to the Executive Board upon request.

ARTICLE 2 ELECTIONS AND VOTING

Section 1: The officers shall be elected at a General Meeting or a Special Meeting called for that purpose, by an affirmative vote of a majority of the membership.

Section 2: Nominations for the Organization's first slate of officers will be made from the floor at the first General Membership Meeting. For future elections, nominations for officers shall be made by a Nomination Committee of three (3) active members appointed by the Board. Additional nominations may be made from the floor at the election. The notice of meeting will be posted at least 15 calendar days prior to the election, and will provide the time, date and place of the election.

ARTICLE 3 DUES OR FEES

No member will be assessed a membership fee at any time. Contributions to the organization, however, will be permitted and accepted. *(or)* Membership dues will be \$_____ per _____ *(year/month/quarter)* payable to the Secretary *(or Treasurer, or both)* by _____ day of _____. *(Membership dues are Optional at the discretion of the PO. If no dues/fees will be charged, include just the first two sentences).*

ARTICLE 4 STANDING COMMITTEES

Section 1: These shall be no Standing committees; or list names/ types of standing committee(s).

Section 2: All committees shall consist of a chairperson and not less than two (2) members.

Section 3: There shall be special committees as determined by the Executive Board.

**ARTICLE 5
FINANCES AND TAXES**

Section 1: The Treasurer will maintain detailed records of all the organization's income and expenses. Per AFI 34-223, the Treasurer will prepare and send a financial statement to 92d FSS or 92d ARW/JA annually during the month of January.

Section 2: In addition, the Treasurer will prepare a monthly financial statement and submit it to the Executive Board for review. The Executive Board will appoint an outside party to review the Organization's financial records upon change of Treasurer.

**ARTICLE 6
INSURANCE COVERAGE**

(Name of PO) agrees to hold harmless and indemnify the United States, Department of Defense and any of its agents or sub-units, for claims arising from any of the organization's activities. *(Mandatory)*

The Organization plans to conduct only activities with a negligible risk of liability, (fund-raisers, and parties) and will request an insurance waiver from the 92d MSG/CC, Fairchild AFB, Washington. Insurance will be purchased for any one-time activity with higher than a negligible risk of liability. *(Mandatory)*

**ARTICLE 7
AWARDS/GIFTS/USE OF FUNDS**

Section 1: *(Name of PO)* will send a card or suitable gift to any member or member's dependent of family member who is in the hospital. *(Optional Example)*

Section 2: In the event of death of a member, member's spouse or children, *(Name of PO)* will provide flowers for the funeral. *(Optional Example)*

Section 3: Additional expenditures of \$_____ or less may be approved by any two members of the Executive Board. Expenditures in excess of \$_____, but less than \$_____ must be approved by a majority vote of the entire Executive Board. All expenditures in excess of \$_____ must be approved by a majority vote of the general membership, either at a general or special membership meeting.

Section 4: The Organization will comply with Air Force regulations governing giving and receiving gifts. *(Mandatory)*

**ARTICLE 8
GENERAL**

The foregoing articles, upon approval of the Commander, 92d Mission Support Group, shall become the bylaws of *(Name of PO)*.

