

# **CONSTITUTION**

## **(Private Organization Title)**

### **ARTICLE I**

#### **NAME AND PURPOSE**

The [Private Org name] is a private organization as defined in AFI 34-233, and will be referred to herein as “the Association”. It will be operated and administered in the manner outlined in AFI 34-223. The Association is not a federal entity, nor is it an appropriated fund instrumentality, therefore it is not entitled to the privileges or immunities of the federal government. The purpose of the Association is to serve as a vehicle for communications to all levels of command, promote esprit-de-corps, and benefit the [Private Org name] and its associated personnel.

### **ARTICLE II**

#### **GENERAL PROVISIONS**

##### **SECTION I:**

The Association will operate on Fairchild AFB, WA with the written consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Fairchild AFB, WA and United States Air Force directives.

##### **SECTION II:**

The membership must understand they are generally jointly and severally proportionally liable for any and all Association debts and obligations in the event the Association assets are insufficient to discharge said liabilities. The Association must provide certification to FSS/FSR indicating the Association members have been notified and understand their personal financial liability for obligations of the Association. (see attachment 1 - Certification of Insurance Liability).

### **ARTICLE III**

#### **OFFICERS AND GOVERNING BODY**

The Executive Committee (President, Vice President, Secretary, and Treasurer) will be elected by the membership at large as specified in the Constitution and Bylaws to administer the

Association. The [Squadron name] Superintendent will act as a non-voting advisor to the Association.

## **ARTICLE IV MEMBERSHIP**

(Include membership eligibility (should primarily be limited to members of the DOD community))

All active duty Senior Noncommissioned Officers, including selectees, and retired Senior Noncommissioned Officers are eligible for membership in the Association.

## **ARTICLE V METHOD OF FINANCING**

The Association's fundraising will be for the benefit of activities and programs that provides for the morale, welfare, and recognition of [Private Org name] personnel. Fundraising will be authorized by the [Squadron name] Commander and approved by a vote of the general membership at large. The Association may also be financed through donation from the membership at large, collected by the treasurer of the [Private Org name].

## **ARTICLE VI MEETINGS AND QUORUMS**

Meetings will normally be convened once a month and are open to all members. Special meetings may be convened at any time, as deemed necessary by the President or Executive Committee. A quorum is not required to conduct business as a general membership meeting.

## **ARTICLE VII ADOPTION AND AMENDMENTS**

(Include "subject to final review by the installation commander.")

Subject to the written approval of the installation commander, or delegated representative, the Constitution and Bylaws may be adopted and amendments made by a majority vote of the

members present at any meeting subject to Article VI. All proposals to change the Constitution and/or Bylaws will be submitted in writing to the Executive Committee at least 30 days prior to the next general membership meeting.

## **ARTICLE VIII INSURANCE**

The Association must obtain liability insurance coverage, or have an insurance waiver approved by the installation commander, or delegated representative. In the event of an insurance waiver being obtained, the installation commander, or delegated representative, may require insurance coverage for future events or fundraisers that pose more than a negligible risk of injury. The association will, at all times, have either liability insurance coverage or an insurance waiver. (See Article II, Section II)

## **ARTICLE IX DISSOLUTION OF ASSOCIATION AND FUNDS**

In case of the dissolution of the Association, funds in the treasury will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of these funds will then be disposed of as determined by the general membership. The FSS/CC/CD will be notified of the intent to dissolve the PO, and a time-phased action plan will be prepared in writing to the private organization monitor. The Association being dissolved is responsible for ensuring it is done IAW AFI 34-223, paragraph 12.

*Signature (Wet or Digital accepted)*

NAME

Position, PO Name