

(Your Booster Club Name)
CONSTITUTION & BYLAWS

THIS IS AN EXAMPLE/TEMPLATE
Remove all highlighting before turning in

ARTICLE I
Name and Authority

This organization shall be known as the **INSERT NAME** and is established pursuant to the provisions of DAFI 34-106 and in accordance with all applicable civil and military laws and policies. Operations are contingent upon compliance with the requirements and conditions of all applicable Air Force instructions.

ARTICLE II
Purpose and Objectives

Section 1. Mission & Purpose. (EXAMPLE)

This Private Organization was created to establish and maintain a spirit of camaraderie and esprit de corps, encourage an attitude of unified purpose within the members, and set an example for all according standards, traditions, and customs of the United States Air Force. This organization will conduct itself in a manner that will provide equal opportunity and treatment to all members regardless of race, color, ethnicity, religion, sex, disability, age, national origin, gender, gender identity, or sexual orientation.

Section 2. Objectives: (EXAMPLE)

Each member is encouraged to actively set positive examples by demonstrating accepted leadership practices in promoting the welfare and recognition of personnel. **Examples of typical goals are:**

- Enhance the welfare, recognition, and overall quality of life of all members and families.
- Inspire leadership and team building qualities and enhance the professional image of military and civil service.
- Promote an informal atmosphere supporting the betterment of the working and social environment and relationships within membership and their families.
- Establish effective networking means of communication with all members to exchange ideas, keep abreast of adverse morale trends, and support the mission.
- Welcome new members and their families and familiarize them with the objectives and goals of FSS.
- Promote social gatherings of membership, family members, senior leadership of Team Scott and the local community leaders.
- Conduct fundraising activities to meet the above listed objectives.

Section 3. Instrumentality.

The **INSERT NAME** is not an official instrumentality of the United States Government and no appropriated funds or federal non-appropriated funds will be used to benefit the **INSERT NAME**.

Section 4. Specific Limitations.

- a. The **INSERT NAME** membership is jointly and severally liable under the laws of the State of Illinois and Scott Air Force Base, Illinois, for **INSERT NAME** debts in the event the **INSERT NAME** assets are insufficient to pay its obligations.
- b. The **INSERT NAME** will not prejudice or discredit the United States Air Force.
- c. The **INSERT NAME** will not use the seals, logos, or insignia of the Department of Defense or any Department of Defense Component, Air Force or Department of Defense organizational unit, or Air Force and Department of Defense installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities., per DAFI 34-106, para 5.2.1.

ARTICLE III Membership

(Whoever your Private Organization wishes to allow to be members, must not discriminate based on age, race, religion, color, ethnicity, gender or national origin).

Section 1. Regular Members. (EXAMPLE)

Membership is voluntary. Any person that is a part of **INSERT UNIT** may join the **INSERT NAME**, provided he or she is willing to take an active part in carrying out the **INSERT NAME's** purpose and objectives. Regular members are entitled and encourages to participate in all booster club activities and are entitle to vote on all issues.

INSERT NAME members are expected to support projects, activities, and functions through verbal guidance, physical involvement, and attendance during agreed upon gatherings.

The **INSERT NAME's membership** may not discriminate, or give preferential treatment, in hiring practices or membership policies (including officership eligibility) based on the following protected classifications: race, color, religion, sex, national origin, disability, age (40 and over), and retaliation for prior Equal Opportunity (EO) activities. Anyone who suspects unlawful discrimination, or preferential treatment, by Private Organizations should contact the local Equal Opportunity Counselor and follow the procedures in DAFI 36-2710, Equal Opportunity Program. Per DAFI 34-106 para 5.3

Section 3. Honorary Members.

(The following is an Example.) Any individual not otherwise eligible for membership who is nominated by the Executive Council and approved by General Membership by a two-thirds majority vote of those in attendance is eligible to become an honorary member. Honorary members are entitled and encouraged to participate in all **INSERT NAME** sponsored activities. Honorary members are entitled and encouraged to participate in all booster club sponsored activities and are nonvoting members. Spouses are honorary members.

Section 4. Termination of Membership.

Membership is automatically terminated upon PCS or PCA assignment, separation from the military, and retirement. Members may also choose to terminate his/her membership by advising the Vice President in writing of his/her desire to terminate membership.

ARTICLE IV

Financials

(Include all proposed sources of income)

Section 1. Income/Finances.

The **INSERT NAME** may conduct fundraisers. All fundraisers will be coordinated 375 FSS/FSR and must be approved by the Force Support Squadron Commander. The **INSERT NAME** will be self-sustaining. The **INSERT NAME** will not engage in resale activities unless specifically authorized by the installation commander.

According to DAFI 34-106, annual financial statements must be provided to the FSS/FSR NLT 20 days following the end of the Private Org’s fiscal year. If the gross annual revenue of our org is less than \$100,000.00, but more than \$5,000.00 annual financials will be provided. Should our org have a gross revenue of \$250,000, then a CPA must perform an annual audit and should our org have more than \$100,000, but less than \$250,000, then an accountant must perform an annual audit. All financial documents will be provided to the 375 FSS/FSR office for annual review purposes.

Section 1. Expenses. (EXAMPLE)

Members will vote on execution of funds with a majority vote. The Executive Council (EC) has discretionary authority to obligate or spend up to \$50 per instance of the booster club funds, not to exceed \$100 total expenditures per month. If this discretionary authority is exercised, regular members must be notified at the next regular membership meeting.

ARTICLE V

Administration

Section 1. Officers. (EXAMPLE)

An Executive Council, constituted as follow shall conduct the administration of this organization: a President, Vice President, Treasurer, and Secretary. Officers shall perform the duties herein specifically provided for in the Bylaws and also those specified by the constitution and other such duties as are usually incident to their office.

Section 2. Executive Council. (EAMPLE)

The EC shall maintain order in regular membership meetings, approve expenditures with a majority vote of regular membership present, and enforce the constitution, policies, and directives of the booster club.

ARTICLE VI
Meetings and Quorums

Section 1. Types of Meetings. (EXAMPLE)

a.) General membership meetings shall be held monthly, or as deemed necessary, on a date, time and place scheduled by the Executive Council.

b.) Special membership and executive council meetings shall be conducted as required at the call of the President or Vice President. These meetings will be held to discuss topics or issues directly involving membership issues outside of the normal **INSERT NAME** membership scheduled meetings.

Section 2. Quorum Requirements. (EXAMPLE)

Any meeting conducted with at least one **INSERT NAME** officer and five **INSERT NAME** members shall be considered an official meeting. Unless specified elsewhere, quorums shall be the basis for all votes. Adoption of issues presented to the **INSERT NAME** will require a simple majority vote. E-mail voting is allowed, but must meet the suspense set by the **INSERT NAME** President.

Section 3. Meeting Agenda. (EXAMPLE)

The Executive Council will prepare an agenda before each meeting.

ARTICLE VII
Adoption and Amendments

Section 1. Modifications. (EXAMPLE)

Amendments shall be submitted to the Executive council in writing for review. The Constitution and By-laws may be amended or revised by two-thirds majority vote at any regular business meeting. E-mail voting is allowed, but must meet the suspense set by the **INSERT NAME's** President. Any revisions require that the updated, signed copy of the constitution be provided to 375 FSS/FSR for review and record keeping.

Section 2. Voting. (EXAMPLE)

Adoption of amendments will be by majority vote as long as the amendment or revision was submitted in writing at a previous meeting. E-mail voting is allowed, but must meet the suspense set by the **INSERT NAME** President.

Section 3. General Constitution Maintenance (EXAMPLE)

Board members will review and update the Constitution and bylaws every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first. They will also ensure that the constitution and other annual review documents are provided to 375 FSS/FSR to remain compliant with the base.

ARTICLE VIII Dissolution

Section 1. Dissolution Authority.

The installation commander, 375th Air Mobility Wing, or his/her designated representative has the authority to dissolve this organization in the event there are no members present, prejudices or discredits the US Government, conflicts with the government, or any other reason or just cause. Also, the membership may vote to terminate the **INSERT NAME**. Voluntary dissolution of the **INSERT NAME** by its members will require concurrence from two-thirds of the membership.

Section 2. Procedures for Dissolution.

In case of dissolution of the **INSERT NAME**, whatever funds are contained belonging to the **INSERT NAME** will be used first to satisfy any outstanding debts, liabilities, and/or obligations. The balance of the funds will be disposed of as determined and voted upon by the **INSERT NAME** membership during their last meeting.

Section 3. Procedures for Dissolving Financials.

The **INSERT NAME** will then conduct a final accounting of its finances.

Section 4. Notification of Dissolution.

When dissolution actions have been accomplished, as prescribed in section one through three above, the President of the **INSERT NAME** shall notify the 375 FSS/FSR and they will notify 375 FSS/CC, in accordance with DAFI 34-106, para 7.1, by providing a copy of meeting minutes outlining how debts, liabilities, and any leftover funds will be disposed/utilized as well as a formal Dissolution Request.

ARTICLE IX INSURANCE

The **INSERT NAME** will either obtain insurance or a waiver of the insurance requirements due to its low liability exposure. However, if it's determined that the group's liability exposure increases, or the group holds a special event that raises its liability risk, then the group will obtain insurance.

Each PO member will be provided a copy of the constitution and informed of their personal financial liability for obligations of the org. Each member will sign a log showing that they have read and understand their liability. This will be covered by the insurance waiver, if achieved, and able to be provided to 375 FSS/FSR at any time.

ARTICLE X BYLAWS

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NOT GOVERNMENTAL STATUS.

BYLAWS ARTICLE I DUTIES OF OFFICERS

Section 1. President. (EXAMPLE) The president shall have the usual powers of supervision and management, which pertain to the office of president and will perform the following duties:

- a. Preside at all meetings of the general membership.
- b. Appoint a vice-president.
- c. Appoint a chairperson for each committee.
- d. Be an ex-officio member of all committees.
- e. Countersign all minutes.
- f. Vote only in case of a tie in meetings of the general membership.
- g. To call special meetings.
- h. Retains copies of the Constitution and Bylaws.

Section 2. Vice-President. (EXAMPLE)

The vice-president shall perform the duties of the president/treasurer in their absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president.

Section 3. Secretary. (EXAMPLE)

The secretary shall be the custodian of all records, conduct correspondence of this association, and shall have the following duties:

- a. Record and maintain a file of all minutes of meetings of the general membership.
- b. Maintain all records of the association other than financial records.
- c. Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.
- d. Maintain a list of names of officers and executive committee.
- e. Retain copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.

Section 4. Treasurer. (EXAMPLE)

The treasurer shall be the custodian of all financial records of this association and shall have the following duties:

- a. Countersign contracts executed by the president.
- b. Sign all checks.
- c. Receive and be responsible for all funds and assets of this association.
- d. Make authorized disbursements.
- e. Maintain necessary bank accounts.
- f. Maintain all financial records.
- g. Present a monthly financial report to the general membership.

- h. Present the books and financial records of this association for audit when directed by the general membership.
- i. Make the books and financial records of this association available for inspection and review when requested by the president.
- j. Will provide financial statements to the FSS/FSR NLT 20 days following the end of the Private Org's fiscal year if the gross annual revenue is less than \$100,000.00, but more than \$5,000.00.

BYLAWS ARTICLE II ELECTION AND VOTING

Section 1. Election of Officers. (EXAMPLE)

Election of officers will be held annually at the regular monthly meetings in **December**, with new officers assuming their duties during the first regular meeting in the month of January. Voting will be by secret ballot and a majority of votes cast shall be sufficient to elect.

Section 2. Nominations. (EXAMPLE)

Nominations will be made from the floor or via email survey. Only members of the 375th Force Support Squadron may be nominated for office. Members may self-nominate.

Section 3. Special Elections. (EXAMPLE)

Special elections will be held at a time and place designated by the president. At least 5 days' notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor or via email survey. After nominations have been closed, the membership will elect an officer for each vacancy in accordance with the constitution.

BYLAWS ARTICLE III STANDING COMMITTEES

Section 1. General. (EXAMPLE)

The president shall appoint standing committees for the period concurrent with his/her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.

Section 2. Standing Committees. (EXAMPLE)

The officers and governing body of **INSERT NAME** shall have discretion to determine whether standing or ad hoc committees will be appropriate.

**ARTICLE IV
FINANCES AND TAXES**

The **INSERT NAME** shall maintain accounting records on the accrual basis of accounting. The Treasurer will ensure that monthly financial statements are prepared and will include balance sheet and income statement. An annual budget shall be prepared prior to annual review and the beginning of **INSERT NAME** fiscal year to ensure that financial objectives are achieved.

Should the org desire non-profit status, they will work with the IRS to obtain TAX ID information and status.

**ARTICLE V
AWARDS/GIFTS**

(YOUR PO DECIDES THIS, IF THEY HAVE THIS)

**ADOPTION OF THE CONSTITUTION
AND BYLAWS**

These By-Laws were approved by a majority of the general membership of the **INSERT NAME** on this date: _____.

(SIGN IN THESE SPACES)

(name-NO RANK)

President

(name-NO RANK)

Vice President

(name-NO RANK)

Treasurer

(name-NO RANK)

Secretary