

BYLAWS

For

“Airlift Tanker Association Special Operations Chapter”
2008

ARTICLE I

NAME AND PURPOSE

Section 1: Name

The name of this organization shall be AIRLIFT TANKER ASSOCIATION, Special Operations Chapter

Section 2: Purpose

The purpose and objective of the private organization will be: Promote a spirit of good will within the officer, enlisted, reserve and retired corps; provide a forum to discuss, support and advance the air mobility mission and all Air Force special operations activities of the U.S. The chapter will promote activities that enhance the relationship between the local community and Eglin AFB, FL and Hurlburt Field, FL. and reflect positively on the mission of air mobility forces and Air Force special operations forces.

ARTICLE II

GENERAL PROVISIONS

Section 1: Authority

The authority for the creation of this private organization is AFI 34-223. All references within this constitution and bylaws are paragraphs of that instruction. The organization will operate on Hurlburt Field, FL only with the written permission of the Installation Commander or designee. Operation is contingent on compliance with requirements and conditions of all applicable Air Force regulations and directives. The organization is not a Non-Appropriated Fund Instrumentality (NAFI), nor is it entitled to the privileges and immunities of the US Federal Government.

Section 2: Classification

The organization is classified as an official activity.

Section 3: Employment

Any employment by the organization will not be based on age, color, race, gender, ethnic group, marital status, national origin, political affiliation, membership in labor organizations, or physical handicap. Moreover, all laws pertaining to standards and requirements must be met.

Section 4: Liability

The members may be personally liable under the laws of the State of Florida for organizational debt in event the private organization closes and there are not enough assets to cover all liabilities. Organizational closure is insufficient to discharge liabilities.

Article III

EXECUTIVE COUNCIL

Section 1: Description of Executive Council

The organization will be governed by an executive council consisting of four elected officers: President, Vice-President, Treasurer and Secretary. Officers will ensure the organization complies with all requirements of the Constitution/By-laws.

a. PRESIDENT

1. Responsible for the enforcement of the charter, constitution, and all other rules, regulations, and conventions
2. Presides over all meetings
3. Appoints and terminates special working committees as necessary
4. Represents the Airlift Tanker Association at all functions requiring an organizational representative
5. Responsible for the disposition of any assets or discharge of any liabilities remaining in the event the organization is dissolved

b. VICE-PRESIDENT

1. Performs duties of the President in his or her absence
2. Assumes the duties of the President in the resignation or removal of the President
3. Monitors progress of all committees as a non-voter
4. Monitors membership continuity
5. Custodial duties over all A/TA materials
6. Performs duties as Parliamentarian
7. Acts as Treasurer in his or her absence

c. TREASURER

1. Receives and disburses funds belonging to the organization as directed by the voting membership and/or the executive council and President
2. Collects funds as required
3. Maintains the organization's financial records
4. Presents a financial summary at each membership meeting and forwards changes to report to the President monthly
5. Acts as Vice-President in his/her absence
6. Ensures copies of the financial report are available to 1st SOW Services Squadron for inclusion in the Private Organization file

d. SECRETARY

1. Records proceeding of general membership meetings, executive council meetings and special meetings call by the President
2. Maintains membership lists with records of attendance and participation
3. Makes available to the membership copies of the constitution/by-laws
4. Distributes meeting minutes to all members
5. Ensure copies of minutes are provided to 1st SOW Services Squadron for inclusion in the Private Organization file

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 annual elections may be held. Nominees may submit a biography on themselves to identify military accomplishments/qualifications prior to elections.
- b. **PROCEDURES:** All officers will be elected by a majority vote.
- c. **TERMS OF SERVICE:** Elections will be held at the January membership meeting and the new officers will serve for one year beginning 1 January 2009. Officers must have one-year retainability, military mission dictating.
- d. **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-President Elections.
- e. **VACANCY APPOINTMENTS:** The President may appoint a member to fill an interim officer vacancy to ensure continuity until elections are held.
- f. **NEW OFFICERS:** New officers will consult the Services Squadron for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, *Private Organization (PO) Program*.

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 organization. An emergency meeting will be called and a two-thirds vote of members present shall be required to remove an executive officer.
- b. **RESIGNATION:** Officers may resign by submitting their resignation in writing to the executive council. Resignations will be effective within 30 days.

ARTICLE IV

MEMBERSHIP

Section 1: Membership

Membership in this organization shall be open to all personnel. Membership will not be denied to any person on the basis of race, creed, color, gender, age, national origin, religious or political beliefs.

Section 2: Hazing and Harassment

Physical or mental hazing or harassment as part of initiation rites in the organization is prohibited.

ARTICLE V

METHODS AND FINANCING

Section 1: Methods of Financing

Revenue to support this private organization's activities will be derived from various fundraising events.

Section 2: Income

In accordance with AFI 34-223, private organizations that have gross annual reviews of less than \$100,000.00 but more than \$5,000.00 normally are not required to conduct an independent audit or financial review. However, such private organizations must provide an annual financial statement to the private organization coordinator.

Section 3: Financial Statement

If gross annual revenues are \$5,000 or greater, this organization will submit an annual financial statement to the chief of services unless the installation commander requires more frequent statements. An annual report may be available for membership review annually or upon written request.

ARTICLE VI

ACTIVITIES

Section 1: Fundraising

This private organization will conduct activities only to achieve the purpose for which it was established. All fundraising activities will be coordinated with the 1st Special Operations Services Squadron (SV), Hurlburt Field, FL and must be approved by the Chief, SV. This organization will not engage in activities which compete with those of any Services activities, Army and Air Force Exchange Service (AAFES), or any NAFI program on Hurlburt Field.

Section 2: Games of Chance, Lotteries, etc.

This organization will not conduct any game of chance, lotteries, or gambling.

Section 3: Alcohol

This organization is strictly prohibited from selling or serving alcoholic beverages.

ARTICLE VII

MEETINGS

Section 1: Meeting Types

- a. **GENERAL MEMBERSHIP:** General membership meetings are held monthly and are the forum for conducting normal A/TA chapter business.
- b. **SPECIAL:** Called by an executive officer, these meetings are used to fill officer vacancies or conduct immediate business that must be resolved before the next scheduled general membership meeting.
- c. **EXECUTIVE COUNCIL:** The executive council will meet 2 weeks prior to the general membership meetings to establish the agenda and to discuss any other applicable topics.

ARTICLE VIII

ADOPTION AND AMENDMENTS

Section 1: Adoption

The adoption of these constitution/bylaws establishing this organization is effective upon acceptance by the majority present at a general membership meeting when passed by 51% of the membership present.

Section 2: Amendments

All proposed amendments to the Constitution/Bylaws will be made in writing by the member proposing the amendment, to the President. These proposed amendments will become part of the constitution/Bylaws when passed by 51% of the membership present. The amendment(s) will only become effective after receipt of written approval from the Chief of Services.

ARTICLE IX

DISSOLUTION

Section 1: Dissolution

In case of dissolution, funds remaining in treasury after satisfaction of any outstanding debts, liabilities, or obligations may be redistributed within the command or used to support an on- or off-base charity that reflects favorably on the chapter and the Air Force. This distribution will be made in accordance with the majority vote of the membership.

Section 2: Procedures

In the event of dissolution, the Treasurer shall be responsible for a complete financial accounting of assets, liabilities, and the disposition of residual assets. The President and Treasurer will be responsible for the

disposal of residual assets in the manner voted upon by the majority of membership. A final financial report will be sent to the Resource Management Flight Chief for review and inclusion in the services file.

ARTICLE X


INSURANCE

Section 1: Insurance

The organization will not engage in activities that involve a large insurable risk and will request a waiver of the insurance requirements. Whenever special coverage is required, it will be secured commensurate with the risk involved and per advice of the Staff Judge Advocate.

These constitution/by-laws were approved by a majority vote and became effective 1 Sept 2008.

Signed this date: _____ 19 Sept 2008 _____

Signature:  _____
CMSgt Dan McMullan, President