

BY-LAWS OF
[FULL NAME OF PRIVATE ORGANIZATION]

ARTICLE I
OFFICERS AND EXECUTIVE COUNCIL

The President will:

Call meetings of the Executive Council and members. The President will inform the Secretary of a meeting at least three duty days prior to the meeting.

Preside over meetings. The President will supervise elections and votes and prescribe the functions of any committees.

The Vice President will:

Assume the duties of the President in the absence of the President. This includes presiding over meetings of the Executive Council or members.

Submit fundraiser requests as required. Before a fundraiser takes place, it must be approved by 460 SW/CC or his or her designee.

Request, as required, approval of the Organization's name from 460 SW/CC; annual waiver of the requirement to maintain liability insurance from 460 SW/CC or his or her designee; and approval of the Constitution and By-Laws every two years or when there is a change or amendment to the Constitution from 460 SW/CC or his or her designee.

Ensure the Organization's compliance with the Constitution and By-Laws.

The Secretary will:

Notify the Executive Council of Executive Council meetings and notify all members of members meetings at least three duty days before the meeting. The Organization will not use base-wide or wing-wide government email address lists for these or any other notices.

Record written minutes of all meetings. Minutes will include results of elections and votes.

Maintain the files, records, and documents of the Organization, including but not limited to the Constitution and By-Laws; membership roster; meeting minutes and financial statements; proof of insurance or waiver; fundraiser requests and approvals; and members' notice and acknowledgement of joint and several liability. The Secretary must ensure that all records of the Organization are provided to his or her successor.

Ensure that all print and electronic media mentioning the Organization will include the following disclaimer: THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE

DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS. IT HAS NO GOVERNMENTAL STATUS.

Secure and disburse funds in the absence of the Treasurer if the Secretary has completed the steps necessary to disburse such funds, such as being an authorized and named user of the Organization's bank account, if any.

The Treasurer will:

Secure and disburse funds; receive deposits; maintain financial and tax records; account for all funds, assets, and obligations; and satisfy the Organization's liabilities with the Organization's funds. If the Organization uses a bank account, the Treasurer will likely be required to provide his or her personal information, such as Social Security Number, in order to act as an account holder. The Treasurer must ensure that, at the end of his or her term as Treasurer, his or her personal information is removed from the Organization's account and replaced with the personal information of the successor Treasurer. The Treasurer must ensure that all financial records of the Organization are provided to his or her successor.

Provide sound financial and operational management, in part by rendering a full and complete financial statement at each members meeting; maintaining a balance sheet that accounts for all assets and liabilities; and providing a summary of the budget at appropriate Executive Council and members meetings. The budget must include projected income and expenses and purchases. The financial statement must include income received and expenses paid for the current fiscal year. The financial statement must also include an accounting of the assets, liabilities, and net worth for the current fiscal year.

Be responsible for the Organization's compliance with all applicable federal, state, and local laws, including any requirements to file and pay taxes or request tax-exempt status. If the Organization chooses to pursue tax-exempt status, the Organization is responsible for all associated duties and responsibilities, legal requirements, and fees.

Oversee the annual audit of the Organization's finances, including if the audit must be conducted by an accountant or Certified Public Accountant. Prepare and send an annual financial statement to 460 FSS no later than 20 days after the end of the fiscal year. The Organization's fiscal year will begin on 1 October of each year and end on 30 September of the following year.

Record meeting minutes in the absence of the Secretary.

The Executive Council will:

Authorize any disbursement of funds up to one hundred dollars (\$100). Any disbursement in excess of \$100 must be approved by a vote of the membership.

Ensure the Organization achieves its constitutional purpose; oversee the Organization's activities; implement internal management and control procedures; and take action to resolve the

Organization's matters.

ARTICLE II ELECTIONS AND VOTING

An annual election of the Organization's officers will take place in the first quarter of each calendar year at a members meeting. At least one-half of the membership must vote for the election results to be valid. A simple majority is sufficient to elect each officer. The current President will vote only in the event of a tie. The same terms will apply to any election to fill a vacated officer position, which election will occur at a members meeting. ***[POs may add the following: Members must be in good standing to participate in PO governance.] (POs may determine criteria for "good standing").***

For all elections and voting by the membership, at least one-half of the membership must vote for the results to be valid. A simple majority vote is sufficient except to terminate an individual membership or as otherwise specified in the Constitution or By-Laws.

All votes at members meetings will be conducted by secret ballot. Members are not permitted to vote by proxy. Proxy voting is permitted at meetings of the Executive Council.

The Executive Council will decide whether to conduct a re-count or re-vote at the request of any member.

ARTICLE III COMMITTEES

The Executive Council may, at the request of any officer or member, form a committee to address a specific need of the Organization. A committee will be disbanded when the need no longer exists or on the determination of the Executive Council.

Every committee will include at least one officer. Committee members must be members in good standing of the Organization and will serve in a volunteer capacity. No committee member will receive compensation for his or her efforts, monetary or otherwise.

Each committee will keep the Executive Council informed of its actions and activities. For every committee meeting, meeting minutes will be provided to the Executive Council. The Executive Council will determine if a committee proposal requires a vote of the Executive Council or a vote of the membership.

ARTICLE IV ACTIVITIES

[If the Organization conducts a regular activity or activities, they may be described here. For example, if the Organization supports an annual awards ceremony, the support should be described. If the Organization awards an academic scholarship, the award and selection criteria should be described. If the Organization celebrates special occasions of its members,

the occasions and the manner of celebration should be described, such as a \$20 gift certificate to wish a member happy birthday.]

**ARTICLE V
AMENDMENTS**

Amendments to the By-Laws may be proposed by any member and voted upon by the membership.

The By-Laws accompany the Constitution. If there is a conflict between the Constitution and By-Laws, the Constitution will take precedent.

I certify these By-Laws were approved by a majority vote of the membership at a meeting held on (date)_____.

SIGNATURE

DATE

PRINTED NAME

President