

CONSTITUTION OF
[FULL NAME OF PRIVATE ORGANIZATION]

ARTICLE I
NAME AND PURPOSE

1. The name of this private organization is **[full name of private organization]**, herein referred to as Organization. It is established as a private organization pursuant to Air Force Instruction (AFI) 34-223, *Private Organizations (PO) Program*.
2. This is a private organization. It is not a Federal or official entity of the United States, Department of Defense, Air Force, 460th Space Wing, Buckley Air Force Base, or any of its components. It has no governmental status. Individuals acting on behalf of the Organization are acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government.
3. The purpose of this private organization is to **[describe purpose, such as support members of the Team Buckley community, create opportunities for professional development, and increase camaraderie in the community of people who live and work on Buckley Air Force Base]**.

ARTICLE II
GENERAL PROVISIONS

1. The Organization operates on Buckley Air Force Base with the consent of the Installation Commander, or Commander, 460th Space Wing (460 SW/CC). Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force regulations, directives, policy, and guidance. Furthermore, operation must comply with all applicable federal, state, and local laws.
2. The Organization is a self-sustaining private organization, run primarily through membership dues, contributions, service charges, fees, special assessments, and fundraisers. At no time will this private organization solicit or accept financial assistance from an appropriated fund entity or a Nonappropriated Fund Instrumentality (NAFI) in the form of contributions, repairs, services, dividends, or donations of money or other assets.
3. The Organization will conduct itself in a manner that is free of any form of unlawful discrimination and provide equal opportunity and treatment regardless of race, color, religion, gender, national origin, ethnicity, age, disability, genetic information, or sexual orientation. Neither membership in nor services provided by the Organization will be denied on any of the preceding bases.
4. The Organization will not use the seal, logo, or insignia of the Department of Defense (DoD) or any DoD Component, unit, or installation, including Air Force, 460th Space Wing, and Buckley Air Force Base. If the name of the Organization uses the name or abbreviation of a DoD unit or installation, including 460th Space Wing and Buckley Air Force Base, the Organization will obtain the written approval of the Installation Commander, or Commander,

460th Space Wing (460 SW/CC).

ARTICLE III EXECUTIVE COUNCIL AND OFFICERS

1. The administration of the Organization will be conducted by an Executive Council of four officers consisting of a President, Vice President, Secretary, and Treasurer. These officers will perform the duties specified in the Organization's By-Laws as well as those duties usually incident to their offices. These officers are responsible for asset accountability, liability satisfaction, and sound financial and operational management of the Organization. Officers must be members in good standing. All officers will serve in a volunteer and voluntary capacity. No officer will receive compensation for his or her efforts, monetary or otherwise. No one may hold more than one officer position simultaneously.
2. Officers will be elected by a vote of the membership. The term of each officer will be one year. In the event that an officer cannot fulfill the year-long term, an election will be held to fill the vacated position if, at the time the position is vacated, there are sixty or more days remaining in the year-long term.
3. The Executive Council will meet at least once each quarter of the calendar year. To establish a quorum for a meeting of the Executive Council, at least three of the four officers must be present to transact official business. An officer unable to attend a meeting of the Executive Council may vote in absentia or may name another officer to vote as his or her proxy.

ARTICLE IV MEMBERSHIP

1. Membership in the Organization is open to ***[describe categories of individuals who may become members, such as all active duty, Reserve, and Guard enlisted military members assigned or attached to Buckley Air Force Base]***. Membership is strictly voluntary. Membership will not be denied on the basis of race, color, religion, gender, national origin, ethnicity, age, disability, genetic information, or sexual orientation.
2. All members will have equal opportunity to seek office in the private organization.
3. All members will conduct themselves in a professional manner at all times and will represent Organization through actions and words that exemplify the purpose of the Organization. Members will treat each other and anyone with whom they come into contact in the course of the Organization's dealings with dignity and respect. The Organization and its members will not support or participate in any activity that may discredit the United States, Department of Defense, Air Force, 460th Space Wing, or Buckley Air Force Base or conflict with governmental activities.
4. Members will report any signs of fraud or other impropriety to the Commander or Director, 460th Force Support Squadron (460 FSS/CC/CL).

5. Members will be personally and jointly and severally liable under the laws of the state of Colorado for obligations of the Organization and for organizational debts in the event the assets of the Organization are insufficient to discharge its liabilities. Members will receive and acknowledge a written notice that they are personally and jointly and severally liable for the financial obligations of the Organization. Members will sign the notice, which will be kept by the Secretary and provided to 460 FSS on an annual basis and when requested.

6. Membership may be terminated on the request of the member; the member's permanent departure from the local area; or the member's termination of affiliation with Buckley Air Force Base. Termination for any of these reasons does not require a vote.

7. Membership may be involuntarily terminated if a member is delinquent on payment of membership dues, contributions, service charges, fees, special assessments, or any other similar charges levied on members for more than three months. Membership may be involuntarily terminated for unprofessional or criminal conduct. Involuntary termination for any of these reasons requires the vote of at least two-thirds of the membership. At least two-thirds of those members voting must be in favor of termination in order to terminate a membership involuntarily.

ARTICLE V MEETINGS

1. The Organization will conduct a members meeting at least once each quarter of the calendar year. To establish a quorum for a members meeting, at least one-third of the members must be present to transact official business. If there is a vote taken at the meeting, 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.

2. The President, or Vice President in the absence of the President, will preside at all meetings. Meetings will be conducted in accordance with Robert's Rules of Order.

3. The Secretary, or Treasurer in the absence of the Secretary, will record minutes of all meetings. Such minutes will be reviewed and approved by the presiding officer and made available on request no later than 15 days after the meeting.

ARTICLE VI FINANCES

1. The Organization will be financed primarily through membership dues, contributions, service charges, fees, special assessments, and fundraisers. Membership dues, contributions, service charges, fees, special assessments, and any other similar charges levied on members will be decided by a vote of the membership. Dues will not be changed more than once per calendar year.

2. Funds will be secured and disbursed by the Treasurer, who will provide a financial statement that includes deposits and withdrawals at every members meeting. The financial statement will

be incorporated in the meeting minutes.

3. There will be an annual audit of the Organization's finances. If the Organization's annual gross revenues are at least \$100,000 but less than \$250,000, members will vote to appoint an accountant, who will conduct an annual audit of the Organization's finances. If annual gross revenues are \$250,000 or more, members will vote to appoint a Certified Public Accountant to conduct the annual audit. The Organization will pay for accountant services from its funds.

ARTICLE VII ACTIVITIES

1. The Organization will furnish its own equipment, supplies, and other materials to conduct its activities. The Organization may request and receive approval to conduct meetings of reasonable duration and frequency on a DoD installation. The Organization may be required to reimburse for any services or support received from the installation.

2. The Organization will not engage in frequent or continuous resale activities directly or through a third party. The Organization may be authorized to conduct occasional events for fundraising purposes by 460 SW/CC or his or her designee. Approval is necessary whether the fundraiser is conducted on or off the installation. The Organization will not conduct more than two fundraisers per calendar-year quarter. Except as an approved fundraiser, the Organization cannot advertise for, make referrals to, or encourage use of a commercial business. The Organization will not engage in activities that duplicate or compete with those of any 460 FSS, Services, NAFI, or Army and Air Force Exchange Service (AAFES) operation on the installation, except as permitted by AFI 34-223 and AFI 36-3101. The Organization may not sell or serve alcoholic beverages.

3. Fundraisers must comply with AFI 34-223 and AFI 36-3101, *Fundraising Within the Air Force*. Fundraiser requests must be submitted in a timely fashion to 460 FSS. All fundraisers must be approved in advance by 460 SW/CC or his or her designee.

4. The Organization will not solicit for funds or donations of any kind on any DoD installation. Off-base solicitations must state clearly that the solicitation is being conducted by the Organization and not by the United States, Department of Defense, Air Force, 460th Space Wing, or Buckley Air Force Base.

5. The Organization will not haze or harass its members.

ARTICLE VIII INSURANCE

1. The Organization will maintain liability insurance unless the Organization requests through 460 FSS and 460 SW/CC or his or her designee waives the requirement in accordance with AFI 34-223. A copy of the insurance policy or waiver will be provided to 460 FSS. Regardless whether this requirement for continuous liability coverage is waived, the Organization may be required to obtain liability insurance for a specific event that involves a greater risk of injury or

damage. If waived, the requirement to maintain liability insurance will be re-evaluated on an annual basis.

2. The Organization holds harmless and will indemnify the United States, Department of Defense, and any of its agents or units for claims arising from any of the Organization's activities.

ARTICLE IX AMENDMENTS

1. Amendments to the Constitution may be proposed by any member and voted upon by the membership. Incorporation of an approved amendment into the Constitution is subject to the review and approval process set out in AFI 34-223.

2. The Constitution will be reviewed at least every two years; when there is a change in the purpose, function, or membership eligibility; or when there is an amendment, whichever comes first.

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

ARTICLE X DISSOLUTION

1. The Organization may be dissolved on a vote of the membership. The Organization may also be dissolved by order of 460 SW/CC.

2. Prior to dissolution, the Organization must notify 460 FSS/CC/CL of the Organization's intent to dissolve and prepare a time-phased plan. The time-phased plan to dissolve must include a plan to satisfy any outstanding debts, liabilities, or obligations. The Organization must use its funds to satisfy any outstanding debts, liabilities, or obligations before they are allocated for any other purpose. If the Organization's funds are insufficient, then the Organization's members may be held personally and jointly and severally liable. Disposition of remaining funds and residual assets will be determined by a vote of the membership. The Organization may vote to donate remaining funds and residual assets as a gift to the Air Force pursuant to AFI 51-601, *Gifts to the Department of the Air Force*, or as a NAFI donation pursuant to AFI 34-201, *Use of Nonappropriated Funds (NAFs)*.

This Constitution is submitted for approval by

SIGNATURE

DATE

PRINTED NAME

President

I recommend (approval) (disapproval).

SIGNATURE

DATE

PRINTED NAME

Chief, Resource Management Flight
460th Force Support Squadron

I recommend (approval) (disapproval).

SIGNATURE

DATE

PRINTED NAME

Director, 460th Force Support Squadron

I recommend (approval) (disapproval).

SIGNATURE

DATE

PRINTED NAME

Staff Judge Advocate, 460th Space Wing

I (approve) (disapprove) this Constitution.

SIGNATURE

DATE

PRINTED NAME

Commander, 460th Mission Support Group