**CONSTITUTION AND BY-LAWS**

**Name of Private Organization (PO)**

**CONSTITUTION**

**ARTICLE I**

# NAME AND PURPOSE

**SECTION 1 – NAME:** The name of this organization shall be the Name of Private Organization.

**SECTION 2 – PURPOSE:** The purpose of the Name of Private Organization is to Sate Purpose. This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.

**ARTICLE II**

**General Provisions**

**SECTION 1 – AUTHORITY:** The Name of Private Organization is a private organization operating on Osan Air Base under the authority of AFI 34-223, *Private Organizations.* It is a self-sustaining interest group operated by people outside the scope of any official position they may have with the Federal government, and it operates only with the written permission of the installation commander or his/her designee.

**SECTION 2 – LIABILITIES:** The liabilities of the Name of Private Organization are as follows:

a. Obligation: Obligations will be for the sole use and benefit of the Name of Private Organization. No individual may obligate the Name of Private Organization without approval from the executive committee. If an obligation is made without prior approval, the member will be held liable.

b. Insolvency: Members of the Name of Private Organization may become financially liable for the obligations and debts of the Name of Private Organization if its assets fail to meet its obligations and debts. Members are joint and severally liable for the obligations and debts of the Name of Private Organization.

c. The Constitution and by-laws of the Name of Private Organization will be updated every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first.

**ARTICLE III**

**Membership**

**SECTION 1 – QUALIFICATIONS:** Per DoDD 1020.02E: All service members are afforded equal opportunity in an environment free from harassment, including sexual harassment, and unlawful discrimination on the basis of race, color, national origin, religion, sex (including gender identity), or sexual orientation. In accordance with AFI 34-223, para 10.2, POs may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender.

**SECTION 2 – TYPES OF MEMBERSHIP:** The Name of Private Organization will have only one type of membership: full membership with all privileges, obligations, and voting rights.

**SECTION 3 – FEES AND DUES (if applicable):** Members of the Name of Private Organization shall pay annual dues in the amount of Number to be paid to the Treasurer.

**ARTICLE IV**

**OFFICERS AND GOVERNING BODY**

**SECTION 1 – DESCRIPTION:** The Name of Private Organization will be governed by an executive committee consisting of four elected officers: President, Vice-President, Secretary, and Treasurer. Officers will ensure the Name of Private Organization complies with all requirements of this Constitution. New officers will also consult the 51st Force Support Squadron PO monitor (51 FSS/FSRO) for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, as needed.

**SECTION 2 – DUTIES OF THE PRESIDENT:** The President shall have the following duties and obligation: (included are some sample duties)

a. Enforce the Constitution, and all other rules, regulations and conventions of the Name of Private Organization.

b. Preside over all meetings of the Name of Private Organization.

c. Represent the Name of Private Organization at all functions requiring an organizational representative.

d. Act as Treasurer in his or her absence.

e. Take responsibility for the disposition of any assets or discharge of any liabilities remaining in the event the Name of Private Organization is dissolved.

**SECTION 3 – DUTIES OF THE VICE-PRESIDENT:** The Vice-President shall have the following duties and obligation: (included are some sample duties)

a. Perform the duties of the President in his or her absence.

b. Assume the duties of the President in the event of resignation or removal of office.

**SECTION 4 – DUTIES OF THE TREASURER:** The Treasurer shall have the following duties and obligation: (included are some sample duties)

a. Receive and disburse funds belonging to the Name of Private Organization as directed by the voting membership and/or the executive committee.

b. Collect funds as required.

c. Maintain the financial records of the Name of Private Organization.

d. Present a financial summary at each membership meeting or as requested by the executive committee. A quarterly financial statement will also be presented at each quarterly meeting.

e. Maintain the checking account for the Name of Private Organization.

f. Act as Vice-President in his or her absence.

**SECTION 5 – DUTIES OF THE SECRETARY:** The Secretary shall have the following duties and obligation: (included are some sample duties)

a. Record proceedings of general membership meetings, executive committee meetings, and special meetings called by the President.

b. Maintain membership lists.

c. Make available to the membership copies of the Constitution, by-laws, and minutes of all meetings.

d. Distribute meeting minutes to all applicable members and 51 FSS/FSRO.

e. Count the votes in each election and announce the results.

**ARTICLE V**

**MEETINGS**

The executive committee shall meet monthly or at the request of a simple majority of the membership, or at the request of any member of the executive committee, upon reasonable notice. A quorum shall exist if Number of the executive committee is present. The general membership shall meet quarterly or at the request of a simple majority of the membership, or at the request of any member of the executive committee. The Secretary, or designee, will record the minutes of each meeting.

**ARTICLE VI**

**ACCOUNTING**

**SECTION 1 – RESPONSIBILITY:**

a. The Name of Private Organization shall be responsible for asset accountability, liability satisfaction, and responsible financial management. Officers of the Name of Private Organization will be individually and collectively responsible for developing and maintaining policies to ensure asset accountability, liability satisfaction, and sound financial and operational management. All members have been notified and understand their personal financial responsibility for obligations of the Name of Private Organization.

b. The Treasurer shall be responsible for managing the funds of the Name of Private Organization.

c. The Name of Private Organization will be self-sustaining.

**SECTION 2 – SOURCES OF INCOME:** The Name of Private Organization’s primary sources of income will be [describe sources of income…for example: membership dues, donations, and proceeds from any fundraisers or similar activities].

**SECTION 3 – FINANCIAL STATEMENTS:** The Treasurer will maintain a quarterly financial statement and present it for review at every quarterly meeting. The Treasurer will also provide the quarterly financial statement to the 51 FSS/FSRO.

**SECTION 4 – AUDIT REQUIREMENTS:** The account of the Name of Private Organization will be audited prior to the installation of a new Treasurer or when the membership deems necessary by a simple majority of the vote. A disinterested party of two individuals will perform the audit. If the gross annual revenue is $5,000 or more, an annual financial statement will be submitted to the 51 FSS/FSRO. If the gross annual revenue is more than $100,000, but less than $250,000, an annual review by a public accountant is required.

**SECTION 5 – PROPRIETARY RIGHTS:** Members of the Name of Private Organization do not have proprietary rights in organization funds. Assets and income will also not accrue to individual members except through wages and salaries for employees or other payment for services rendered.

**SECTION 6 – SIGNING CHECKS:** All checks will be co-signed by the Treasurer and one other elected officer.

**SECTION 7 – GUIDANCE ON DRAG EVNETS:** Per the DoD Joint Ethics Regulation (JER), certain

criteria must be met for persons or organizations acting in a non-Federal capacity to use DoD facilities and equipment. The DoD will not host drag events at U.S. military installations or facilities, as hosting these types of events in federally funded facilities is not a suitable use of DoD resources. DoD funds are authorized for use in support of any drag event, including those that are held off-base.

**ARTICLE VII**

**ADOPTION AND AMENDMENTS**

Approval of the Constitution and by-laws will require a two-thirds majority vote of all members. Suggested revisions to the Constitution and by-laws may be submitted as new business at any scheduled meeting. Upon approval by a two-thirds majority of members the Constitution and by-laws will be amended to reflect the approved change. This Constitution and by-laws is effective upon signature of the President of the Name of Private Organization and the approval of the installation commander or designee.

**ARTICLE VIII**

**DISSOLUTION**

**SECTION 1 – GENERAL PROVISIONS:** In case of dissolution of the Name of Private Organization, written notice will be given to the 51 FSS Commander and 51 FSS/FSRO. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. Any funds remaining after satisfaction of debts, liabilities and obligations will be [describe how residual funds will be distributed…for example: donated to a charity or organization to be determined by a majority vote of remaining members at the time of dissolution in a manner consistent with applicable regulations].

**SECTION 2 – GROUNDS FOR DISSOLUTION:** The Name of Private Organization may be dissolved by an affirmative vote of the members or by the direction of the installation commander or designee.

**BY-LAWS**

**ARTICLE I**

**ELECTIONS**

**SECTION 1 – ELIGIBILITY:** All members in good standing of the Name of Private Organization shall be eligible for election to any of the officer positions.

**SECTION 2 – NOMINATIONS:** Elections will be held annually in Month. Nominations will be made at the open membership meeting prior to the month of the elections. Nominees must give consent, in person or in writing, of willingness to serve if elected before elections may be held.

**SECTION 3 – PROCEDURE:** All officers will be elected by a majority vote, using secret ballots, of all members present at the election meeting. The Secretary will announce the results of the election.

**SECTION 4 – TERMS OF SERVICE:** The term of service is for one year beginning 1 Month.

**SECTION 5 – SPECIAL ELECTIONS:** Except for a presidential vacancy, special elections will be held at the next possible meeting to fill the officer position(s). In the event of a presidential vacancy, the Vice-President will automatically assume the position until the next general election.

**SECTION 6 – TERMINATION OF OFFICERS:** Officers may be removed from office for improperly discharging duties and responsibilities and for actions that discredit the Name of Private Organization. A two-thirds vote of the current membership shall be required to remove such an officer. Officers being considered for removal will be allowed the opportunity to address the general membership. Officers may also resign by submitting their resignation in writing to the executive committee. Removals are effective immediately while resignations are effective 30 days later.

**ARTICLE II**

**VOTING**

**SECTION 1 – GENERAL PROVISIONS:** All members have full voting rights. The President may not vote except in a tie or during an election of officers. A simple majority of eligible members present is required for passage of any matter voted upon except as otherwise specified in this Constitution and by-laws.

**SECTION 2 – SPECIAL VOTING PROCEDURES:** A two-thirds majority vote of all members is required for the removal of an officer for cause and the approval of the Constitution and by-laws or any revision thereof.

**ARTICLE III**

**committees**

**SECTION 1 – STANDING COMMITTEES:** The executive committee, with the advice and consent of the membership, shall establish and maintain standing committees as needed. The names and functions of the standing committees at the time of formal organization are: list the committees.

**SECTION 2 – SPECIAL COMMITTEES:** Special committees will be appointed to plan, organize, and execute specific projects. The President will appoint the Chairperson of the committee and the committee and the remaining committee members will be volunteers.

**ARTICLE IV**

**INSURANCE COVERAGE**

The Name of Private Organization is requesting an insurance waiver. If the insurance waiver request is approved, the installation commander may still require the Name of Private Organization to obtain liability insurance for specific events that involve a greater risk of injury or damage. Insurance waivers must be reevaluated annually. If the installation commander disapproves the insurance waiver request, the Name of Private Organization will obtain a general insurance policy of at least the minimum recommended coverage. All members of the Name of Private Organization agree to hold harmless and indemnify the United States and all DoD service components, even if the request for an insurance waiver is approved.

This charter was approved by a majority of the Name of Private Organization and became effective date.

 Name (Do not use Rank, Official Symbol)

 President

1st Ind, 51 MSG/CC

MEMORANDUM FOR Name of PO (All Capital letters, 2 spaces after MEMORANDUM FOR)

Approved/disapproved

 KYLE B. GRYGO, Colonel, USAF

 Commander, 51st Mission Support Group