

(All facts and figures listed in Article IV 1-7 are listed as example, not requirements). *Delete me!*

**BY-LAWS
FOR
(Your Organization)**

**ARTICLE I
OFFICERS & GOVERNING BODY**

Section 1. The board shall approve all major plans and policies and shall be responsible for the organization, direction and operation of the (*Your Organization*).

Section 2. Each board member shall maintain a continuity book containing a copy of the (*Your Organization*) constitution, by-laws, AFI 34-223, IC 99-1, copies of the last (4) four meeting minutes and a letter containing a brief description of duties and responsibilities pertaining to his or her position for reference by future board members or individuals temporarily filling your position.

Section 3. Duties and powers of the board shall be as follows:

(1) President:

- a. Duties shall be those as stated in Article III, Section 4 of the (*Your Organization*) Constitution.
- b. Verification of reconciliation of the checking accounts and any financial transactions will be conducted at a minimum of once per quarter with the Treasurer.

(2) Vice President:

- a. Duties shall be those as stated in Article III, Section 4 of the (*Your Organization*) Constitution.

(3) Secretary:

- a. Duties shall be those as stated in Article III, Section 4 of the (*Your Organization*) Constitution.
- b. Shall post flyers advertising general membership meetings (1) one week prior to the meeting date in the (*Guardmount hut, Operations building and Training building*).

(4) Treasurer:

- a. Duties shall be those as stated in Article III, Section 4 of the (*Your Organization*) Constitution.

ARTICLE II ACTIVE MEMBERSHIP

The (*Your Organization*) defines an active member as: *Any member who attends 50% or more general membership meetings per quarter and is a participant in (1) one or more approved activities per quarter.*

ARTICLE III FINANCES

Section 1. The minimum balances in the (*Your Organization*) accounts shall be:

- a. \$250.00 in the dollar account
- b. £200.00 in the sterling account
- c. These funds are set aside for emergency use

Section 2. All requests for funds must be submitted in the form of a letter. Letters shall be presented during general membership or special meetings for approval of a majority vote made by attending members. Letters shall include the reason for which the funds are being requested and the exact dollar or sterling amount. Also see Sections 3 and 5 below.

Section 3. Receipts must be presented to the Treasurer in order to be reimbursed. If a receipt cannot be produced for reimbursement, funds will not be reimbursed.

Section 4. Board members, by majority vote of all (4) four board members, are able to authorize the distribution of funds less than \$100 for the purpose of any morale and welfare issue which may arise.

Section 5. All request for funds are subject to approval by majority vote and availability of funds.

Section 6. Funds will not be allotted to unofficial organizations such as the challenge team, top three, etc. unless a minimum of 50% of the organizations members are active members of the (*Your Organization*). If an unofficial organization meets the above requirements, Article III, Sections 2, 3 and 5 shall apply.

ARTICLE IV AWARDS & GIFTS

Section 1. The board or its duly constituted committee shall expend funds from the organizational treasury for the disbursement of awards and/or gifts, as the membership shall have deemed appropriate.

Section 2. The following funds allotments and terms are not subject to change. All Sections in Article III apply.

- (1) Flowers for prolonged sickness, hospitalization or death in immediate family.
(case-by-case basis)
 - a. \$35.00 **max**

- (2) Annual Group, Base or Wing award nominees' lunch or dinner.
 - a. \$20.00 **max**

- (3) New born gift
 - a. \$25.00 **max**

- (4) Retirement or Permanent Change of Station gift.
 - a. \$35.00 **max**
 - b. Must be an active member to receive funds

- (5) The First Sergeant will be allotted a max of \$30.00 a month for candy, cookies, doughnuts or other "goodies" to be distributed to squadron members for morale purposes.

- (6) (*Your Organization*) board members shall be entitled to a gift on completion of term of office.
 - a. \$40.00 **max**
 - b. Must complete full term of office
 - c. If board member completes more than (1) one term of office he or she will only receive (1) one gift at the completion of the last term of office.

- (7) (*Your Organization*) general members shall be entitled to a gift if he or she participates in 80% or more of general membership meetings and approved activities.
 - a. \$20.00 **max**
 - b. Gift will be presented prior to PCS, Retirement or Discharge

ARTICLE V MEETINGS & QUORUMS

Section 1. General membership meetings will be held a minimum of every (2) two weeks and personnel will be notified via email, flyers, word of mouth and squadron bulletins.

Section 2. Board meetings will be held prior to and after general membership meetings. The President, Vice President, Secretary, Treasurer and any committee chairperson will attend the board meetings.

**ARTICE VI
ADOPTION & AMENDMENTS**

These by-laws were approved by a majority vote of the general membership (*date*) and are submitted for approval by the Commander, 423rd Air Base Group, RAF Alconbury, United Kingdom.

President

Vice President

Secretary

Treasurer

These by-laws have been approved by 423 ABG/CC.

YOUNG-KUN S. YU, Colonel, USAF
Commander, 423d Air Base Group