

(The information below is intended to assist the process of writing the constitution for your private organization. Read the *(italicized statements in parentheses)* and complete the requested information. Consider the language below as **mandatory**, unless otherwise approved. You should be specific with additional information that you place under any of the articles. The articles are in the order in which they should appear in your finished document.) Delete me!

Per AFI 34-223, paragraph 9.5., your constitution and bylaws need to “Be updated every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first.”) Delete me!

(Only reference bylaws in this document if bylaws exist. Remember to submit any bylaws for review) Delete me!

CONSTITUTION
for
(type name of organization)

ARTICLE I
NAME, AUTHORITY, & PURPOSE

Section 1. The name of this organization will be *(type the name of organization)* and is established pursuant to the provisions of AFI 34-223, and in accordance with all applicable civil and military laws and regulations.

Section 2. The purpose of this organization shall be to *(to be completed and provide concise, accurate information)*.

ARTICLE II
GENERAL PROVISIONS

Section 1. This organization is operated on **RAF Alconbury and/or RAF Molesworth** only with the written authorization of the Commander, 423rd Air Base Group. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force instructions. The Commander, 423rd Air Base Group, may withdraw authorization if this organization prejudices or discredits the United States Government, conflicts with government activities, or for any other reasonable or just cause.

Section 2. This organization will conduct itself in a manner which is free of discrimination and provide equal opportunity and treatment for all members and prospective members regardless of their age, race, religion, color, national origin, ethnic group, gender or disability.

Section 3. In conducting its operations, this organization will comply with all applicable federal, state, local, and foreign laws governing like civilian activities.

ARTICLE III
OFFICERS & GOVERNING BODY

Section 1. Administration shall be conducted by a board, constituted as follows: *(each officer must be listed here and then explained, individually, in Section 4 below).*"

Section 2. Term of office is *(insert the limits)*.

Section 3. Nomination and election of officers will be held *(insert the month and procedures)*.

Section 4. Duties and powers of the board shall be as follows: *(each officer's duties and responsibilities must be spelled out in detail in subsections. Per AFI 34-223, paragraph 9.3, describe the responsibilities of officers for asset accountability, liability satisfaction, and sound financial and operational management.)*

(As a part of the secretary and/or treasurer's responsibilities, the following statements must be included):

Minutes shall be made available for review by any member, and a courtesy copy of all meeting minutes will be forwarded to 423 FSS/FSR.

The books of the treasurer will be reviewed at least two (2) weeks prior to termination of office. The results of this review will reflect the new treasurer's acceptance of said books. A copy of the new Treasurer's Acceptance Statement will be forwarded to 423 FSS/FSR within ten (10) days of transfer to office. Calendar year financial statements (1 January to 31 December of the previous year) will be forwarded to 423 FSS/FSR by COB 15 February each year. Cost of all financial reviews/audits is the responsibility of the organization.

The treasurer will use budgets and financial statements as financial management tools as detailed in para. 10, AFI 34-223.

ARTICLE IV MEMBERSHIP

(Include membership eligibility that should be, primarily, limited to members of the DoD family. You MUST leave in the paragraph below; it is REQUIRED by AFI 34-223, paragraph 9.2. You must tell us how you are going to provide certification to FSS/FSR that PO members have been notified and understand their personal financial liability for obligations of the PO, as provided by law; this is REQUIRED by the AFI.) Delete me!

Per AFI, 34-223, para 9.1, you must "Address the nature, function, objectives, membership eligibility, and sources of income of the PO" in this section of the constitution. Delete me!

All members of this organization shall be jointly and severally liable for any and all obligations which may accrue during the time they are associated with the organization. Further, the organization will ensure all persons are aware of their obligations upon becoming members.

ARTICLE V METHOD OF FINANCING

(Use below either the Section numbered 1-5 or the Section numbered 1-4) Delete me!

Section 1. Dues will be paid by the members of this organization.

Section 2. The dues shall be *(complete amount, basis, and frequency)*.

Section 3. Other income will be obtained from fundraising events and other activities *(include all proposed sources of income)* as approved by the general membership and in accordance with AFI 34-223 and AFI 36-3101. This organization will not conduct more than two (2) fundraising events per calendar quarter. This organization will not solicit gifts or donations on base. If making off-base solicitations, this organization will clearly indicate that the solicitation is for a private organization and not for RAF Alconbury, the 423rd Air Base Group, or any official part of the Air Force.

Section 4. Money collected will be used for operation of the *(name of the organization)*.

Section 5. Income will not accrue to individual members of the *(name of the organization)*.

OR

Section 1. Dues will not be paid by members of this organization.

Section 2. Income will be obtained from fund-raising events and other activities *(include all proposed sources of income)* as approved by the general membership and in accordance with AFI 34-223 and AFI 36-3101. This organization will not conduct more than (2) fund-raising events per calendar quarter. This organization will not solicit gifts or donations on base. This organization, if making off-base solicitations, will clearly indicate that the

solicitation is for a private organization and not for RAF Alconbury, the 423rd Air Base Group, or any official part of the Air Force.

Section 3. Money collected will be used for operation of the *(name of the organization)*.

Section 4. Income will not accrue to individual members of the *(name of the organization)*.

ARTICLE VI MEETINGS & QUORUMS

Section 1. General membership meetings will be held *(insert meeting date(s) and the means of notification)*.

Section 2. Board meetings will be held *(insert meeting date(s) and the specific board members to attend)*.

ARTICLE VII DISSOLUTION

(Per AFI 34-223, para 9.4., you must “Provide specific guidance on disposition of residual assets upon dissolution” in this section. Delete me.)

Section 1. In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of assets will be disposed of as determined by the membership. Each member may be held jointly and severally liable for just debts in the event the organization’s assets are insufficient to discharge liabilities. If liabilities exceed assets upon dissolution, then the excess of liabilities over assets shall be paid by the membership on a pro rata basis. For the purpose of this article, a member is defined as one whose name is carried on the roll of the active and associate members as of the date of notification; members are clearly identified in Article IV of this constitution. The membership is liable under the laws of the United Kingdom for organizational debts in the event the organization’s assets are insufficient to discharge liabilities.

*(Your private organization may dispose of its assets only in the manner outlined in your constitution and bylaws. If proper provisions exist, a private organization may give residual assets to the Air Force or a NAFI in accordance with AFIs 51-601, Gifts to the Department of the Air Force, and 34-401. Neither appropriated fund (APF) activities or NAFIs may claim the assets of, or make or assume any obligations for a private organization, except those that may arise from a valid contract between them.) **Delete me!***

Section 2. Distribution of residual funds and other assets will not accrue to the benefit of any individual member of the membership as a whole.

Section 3. In the event that a Nonappropriated Fund Instrumentality (NAFI) fills the need for which this private organization is established, this organization will be dissolved. Under such circumstances, all financial transactions of dissolution will be concluded separately and apart from the operation of any activity established as a NAFI.

Section 4. Upon determination to dissolve, written notice by this organization’s officers will be provided to the Commander, 423rd Force Support Squadron. In this written notice, this organization’s officers will state their intent to dissolve and provide a time-phased action plan to do so.

Section 5. The Commander, 423rd Air Base Group, has the authority to dissolve this organization if there are no members present, or if it’s in the best interests of the United States Air Force.

ARTICLE VIII

INSURANCE

(Use the language below, even if requesting an insurance waiver) Delete me!

The *(name of organization)* will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits that might arise from the commission or omission of acts by its members when acting in any capacity for, or in participating in any activities of, the organization. Such coverage, if required, will expressly provide that the United States Government and any Nonappropriated Fund Instrumentality (NAFI) will not be liable for any claims or judgments against this organization or its members. An insurance policy copy and all renewal policies will be forwarded to 423 FSS/FSR. If insurance is deemed not necessary, a letter, "Request for Waiver of Insurance", will be submitted to 423 FSS/FSR for approval by the Commander, 423rd Air Base Group.

ARTICLE IX ADOPTION & AMENDMENTS

Section 1. These articles may be amended on the approval of *(include the number or percentage of the board or membership)*.

Section 2. If amended, the constitution will be submitted immediately to 423 FSS/FSR, reviewed by 501 FW/JA, and approved by the Commander, 423rd Air Base Group. Failure to submit, in a timely manner, a constitution that has been amended will result in the withdrawal of authority to operate on RAF Alconbury by the Commander, 423rd Air Base Group. At a minimum, this constitution will be updated every two years, or when there is a change in the purpose, function, or membership eligibility in accordance with AFI 34-233, paragraph 9.5.

Section 3. Conflicts of any provision of this constitution or bylaws with existing military regulations or directives will be changed administratively in accordance with the regulations or directives, subject to final review by the Commander, 423rd Air Base Group.

Section 4. This constitution was approved by a majority vote of the general membership *on (enter the date)* and is submitted for approval by the Commander, 423rd Air Base Group RAF Alconbury, United Kingdom.

(President's Signature)

(Vice President's Signature)

(Secretary's Signature)

(Treasurer's Signature)

This constitution has been approved by 423 ABG/CC.

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