

(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, 423<sup>rd</sup> Air Base Group, RAF Alconbury, United Kingdom.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

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

CHRISTOPHER J. BROMEN, Colonel, USAF  
Commander, 423d Air Base Group