DD Month YYYY

MEMORANDUM FOR UNIT/CC

FROM: NAME OF UNIT UNOFFICAL ACTIVITY

SUBJECT: Constitution & Bylaws of Unit Unofficial Activity

Section 1. Constitution

1.1 Name and Purpose. Name of UA, Hurlburt Field FL, is a unit unofficial activity (UA) that shall be here-in-after referred to in the constitution and bylaws as the “organization”. The purpose of this group is to enhance morale of the men and women of ASSOCITED UNIT.

1.2.General Provisions.

1.2.1. The organization operates within a military unit only with the consent of the Unit Commander. “This is a non-profit organization which serves to support the morale, welfare, and resiliency efforts of associated unit members within the guidelines of the Unit Unofficial Activity program . Its actions do not reflect the attitudes of the Department of Defense or any of its components, and it has no government status.” This disclaimer must be prominently displayed on all print and electronic media for the Unit Unofficial Activity .

1.2.2 This organization will be self-sustaining. There will be no direct financial assistance to the organization from any non-appropriated fund instrumentality (NAFI) in the form of contributions, dividends, or donations of monies or assets. Operation is contingent on compliance with AFI 34-223 and all applicable Air Force regulations. The membership is liable for organizational debts in the event that the organization’s assets are insufficient to discharge liabilities.

* 1. Officers and Governing Body

1.3.1. The executive power shall be vested in the executive board who will be elected officers of the organization. Elected officers will consist of a President, Vice President, Recorder and Treasurer. It is the responsibility of the executive board to ensure asset accountability, liability satisfaction, and assuring responsible financial and operational management.

1.3.2. Newly elected officers may consult 1 SOFSS/FSR for guidance/training on local base requirements, procedures, and information that supplements AFI 34-223. It is the responsibility of the organization to ensure that a new phone list/address is provided immediately upon change to their current leadership and the 1 SOFSS/FSR (should they choose) for a current point of contact to always be on file. The new officers will submit updated constitution and bylaws to unit leadership and the 1 SOFSS/FSR (should they choose) once elected.

1.4. Membership Patronage. The active membership of the organization shall consist of ­­­­­­­­­­­–(ex: everyone/all active members. Etc.) who have subscribed to the purpose and ideas of the organization as set forth in the constitution and bylaws. Membership is open to all persons regardless of age (over 18 years), race, religion, color, national origin, disability, ethnic group, gender (including pregnancy, gender identity and sexual orientation) provided they meet the requirements of this article. Termination of membership will be automatic upon reassignment out of the squadrons named in Article I.

* 1. Method of Financing.

1.5.1. Landing fees. Landing fees will be paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and in the following manner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1.5.2. Fundraising Within the Unit. Unit commanders may approve unit unofficial activity fundraisers on the installation within the unit, and only for the unit’s personnel. As a general rule, unofficial activities’ fundraising efforts are considered “for us, by us” fundraising within the meaning of JER Section 3-210. As such, commanders may advertise and support their fundraising efforts through the use of official communication systems (to unit members) and by allowing unit personnel to support such efforts while in a duty (but not to interfere with mission) status.

1.5.3. Fundraising Outside the Unit. The organization will conduct occasional fundraisers such as bake sales, dances, car washes or similar infrequent functions outside the unit or to include non-unit personnel. Fundraising outside the unit requires Installation Commander or designee approval. Prior to such an event all requests will be submitted to 1 SOFSS/FSR who will review this request and forward to 1 SOW/JA and the 1st Special Operations Force Support Squadron Commander for approval in accordance with AFI 34-223. Fundraisers conducted by unit unofficial activities off the installation are not appropriate.

1.5.4. Unit unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. Some Unit Unofficial Activities may qualify for tax-exempt status. It is the responsibility of the Unit Unofficial Activity to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.

* 1. Articles VI. Activities

1.6.1. The organization will not engage in activities that duplicate or compete with any base Services activity or NAFI, including the Army and Air Force Exchange Service (AAFES).

1.6.2. The organization must not prejudice or discredit the US Government or conflict with governmental activities in the course of doing business. Solicitation of funds by private organizations for themselves is prohibited on Air Force installations. In addition, this private organization is prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities.

1.6.3. Unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, (except as authorized in paragraph 10.20, below); nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties. (T-1)

* 1. Article VII. Meetings and Quorums

1.7.1. General membership meetings will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless otherwise published. The meeting times will be \_\_\_\_\_\_\_\_\_. Special meetings can be conducted at the discretion of the President.

1.7.2. No voting will take place at a general or special meeting unless a minimum quorum of members is present.

* 1. Article VIII. Adoption and Amendments

1.8.1. The organization will ensure the constitution and bylaws are updated every two years or when there is a change in the purpose of the UA, whichever comes first, and forwarded to unit leadership.

1.8.2. The organization can make changes and/or revisions at any time during the year provided two-thirds majority of the quorum approve the change, at a general or special meeting, of the organization. Proposed changes and revisions must be forwarded to unit leadership. All revisions are subject for final review by the Unit Commander.

* 1. Article IX. Dissolution. Upon dissolution of the organization, assets will be disposed of IAW AFI 34-223. No individual member will benefit monetarily or materially from such disposition. Should disposition become necessary by the organization, Unit Commander will be notified in writing by the organization. The organization operates only at the discretion of the Unit Commander. Should he/she deem that there is just cause, or when the activities of the organization no longer provide a positive morale or service to unit personnel, the organization can be dissolved by the Unit Commander. Whatever funds that are contained in the Treasury at the time of dissolution will be used to satisfy outstanding debts, liabilities, or obligations. The balance of these assets will be donated to base youth programs or local charities.

Section 2. Bylaws

2.1 Duties of Officers

2.1.1. President. He/she will preside over the general and special membership meetings. The President will appoint committee chairpersons when they are required for special fundraisers or other events. The President will ensure standing committees prepare quarterly activities and/or financial reports and will track the progress of each of these committees. If a quarterly reporting cycle is too long, the President will increase the reporting frequency, to ensure good operational and fiscal management is being maintained at all times.

2.1.2. Vice President. He/she will assume all duties and responsibilities of the President in their absence. The Vice President will perform all other duties as required by the President.

2.1.3. Recorder. He/she is responsible for maintaining an accurate record of the proceedings and preparing a written memorandum (minutes) to present to the general membership at the next meeting. A copy of each minutes is to be signed by the President, filed in the organization’s historical folder. The Unit Commander has the right to request a copy of meeting minutes at their discretion. The Recorder will take attendance at each meeting, and ensure organizational records are compiled, maintained, and transferred to his/her successor. He/she will perform such other duties as required by the President.

2.1.4. Treasurer. He/she will accomplish a financial statement each quarter for the organization and forward it to the Unit Commander for review should. The Treasurer will collect, disburse and maintain financial records for all monies used by the organization. A consolidated financial statement will be prepared by the Treasurer for the entire calendar year and submitted to the Unit Commander for review. Semi-annually, a committee appointed by the President from the general membership will audit the treasurer’s records.

2.1.4.1 If there is an indication of fraud or other improprieties, any member of the organization or the installation commander can request a review be performed. When the Executive Board suspects fraud or other improprieties, they may request an audit be performed. IAW AFI 34-223, and the installation commander may elect to have an audit performed by the Air Force Audit Agency when he/she deems such action warranted. All audits and financial reviews will be filed in the organization’s historical folder. All financial records will be audited at least thirty days prior to tenure and/or upon transfer to a new Treasurer. A team appointed by the President from the general membership will accomplish this audit.

2.1.4.2. Unofficial unit-affiliated activities may not exceed a monthly average of $1,000 in current assets over a three (3)-month period. On-hand inventory is not included in current asset calculations. Activities which exceed the asset limit ($1,000) must become a recognized Private Organization, discontinue operations, or reduce its current assets below the $1,000 threshold. (T-1) Unofficial unit activities may temporarily exceed the asset limit ($1,000) for a time period not to exceed six (6)-months; if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc. (T-3)

2.2 Election, Voting and Tenure

2.2.1. Any person from the general membership may be nominated as an officer of the organization. The membership will approve the nomination by a two-thirds vote of the active members present at any general or special meeting.

2.2.2. The term of office for all elected officers will be one year from the time of election.

2.2.3. Voting will be by a simple majority of all active and honorary members present. No proxy voting is permitted. Voting will take place only if a quorum is present at the time of election.

2.2.4. Members will be notified of upcoming elections. Notification of selection will be publicized at least thirty days prior to the beginning of the term of office. Elected officers may be removed by a two-thirds vote of the active membership, providing a notice of termination was submitted to the officer thirty days in advance. Chairpersons and other appointees may be removed at the discretion of the President.

2.3 Dues and Fees. Reference Article V of the Constitution. No other dues or fee collections are deemed necessary by the organization.

2.4. Standing Committees. Such committees will be established on a temporary or indefinite basis as deemed appropriate by the organizational President. Such committees operate with limited authority under the discretion of the organizational President. Such committees must follow applicable guidelines, standards, and procedures as outlined in AFI 34-223. When the organization deems these committees no longer required, or the intended purpose/function of the committee no longer exists, these committees can be terminated at the discretion of the organizational President. Each committee chairperson will prepare an activities and/or financial report to be submitted to the organizational President on a monthly basis, or more frequently, if the President determines such a need exists.

2.5 Finances and Taxes

2.5.1. Monies and property of the private organization will come from donations, payments, or other receipts IAW AFI 34-223.

2.5.2. The organization must comply with all applicable federal, state and local laws governing like civilian activities. If the organization desires tax exempt status, an application must be submitted to the Internal Revenue Service. A copy of the tax exemption certificate must be stored in the organizations historical record along with yearly tax files. Establishment of tax exempt status will not relinquish the organization from local or state laws. Each member is provided with a copy of the Constitution and Bylaws of the organization. Each member is informed prior to joining that financial liability incurred by the organization may result in individual responsibility. This does not relinquish the members’ responsibility even if the organization has been dissolved or redesigned. For this reason, the Executive Board will ensure that a time phased plan of action is prepared for review by the membership, prior to dissolution of assets, or at any time financial statements reflect the organization to be having financial trouble. The organization must be able to discharge its debts. Should the entity fail to do so, it will be the responsibility of its members to ensure that all debts are satisfied.

2.6. For Us, By Us. In accordance with the JER, Section 3-210, Dod Component command may approve fundraising among their own members for the benefit of welfare funds for their members or their dependents referred to as “For Us, By Us” fundraising. Such funds are in a particularly unique and ad hoc state and include small cash collections to assist members with personal misfortune so long as such collections are completely voluntary, anonymous, and the nominal amount solicited from unit employees should not exceed $10. Workplace (desk-to-desk) collections are allowed in such circumstances. Per AFI34-223 paragraph 9.1., commanders may advertise and support “For Us, By Us” fundraising efforts through the use of official communication systems (to unit members) and by allowing unit personnel to support such efforts while in a duty (but not to interfere with mission) status.

PRESIDENT DATE

VICE PRESIDENT DATE

RECORDING SECRETARY DATE

TREASURER DATE