BY-LAWS
(Name of Private Organization)

These are the official by-laws of the _____, enacted and ratified by the membership on _____. These by-laws shall be construed to effect and implement the guidance of Department of the Air Force Instruction 34-106 at all times. This organization shall comply with all applicable federal, state and local laws.

ARTICLE 1
DUTIES OF OFFICERS

There shall be a President, Vice President, Secretary and Treasurer of this organization. Together, these officers comprise the governing body of the _____.

The duties of each officer shall be as follows:

1. President: Presides over the general membership and Executive Council meetings. Appoints committee chairpersons to oversee chartered objectives of the _____. With the exception of the Executive Council elections, casts the deciding vote in the event of voting ties at executive and general membership meetings. Directs the membership's financial program.

2. Vice President: Assumes all duties and responsibilities of the President in the event of his/her absence. The Vice President shall maintain an inventory control list of all property under control of the association and ensure the Secretary and Treasurer's books are audited prior to annual elections. Performs other such duties as directed by the President.

3. Secretary: Records the proceedings of executive and general membership meetings. Writes formal minutes of each meeting. Submits the minutes to the President for review and approval. Publishes and distributes copies of approved minutes to the Executive Council officers. Provides copies of approved minutes to the Installation Commander, the Advisors, and the NAF Accounting Office. Performs other duties as directed by the President.

4. Treasurer: Publishes a monthly financial statement. Manages the financial assets of the membership in accordance with Department of the Air Force Instruction 34-106. Purchases membership property as directed by the President by virtue of a ¾ quorum vote of the Executive Council for property costing less than $50, or a simple majority vote of the general membership for property exceeding $50 in value.

ARTICLE 2
ELECTIONS AND VOTING

1. Elections for President, Vice President, Secretary and Treasurer shall be held annually and will take place not later than 31 December of each year.

2. All members in good standing of the _____ shall be eligible to make nominations and/or written ballots in each yearly election.

* Member in good standing is defined as current members of the association.

3. Only a majority all members or members present at meeting vote shall be required to elect an individual to each office.

4. A special election will be held if one or more of the elected officials are unable to fulfill their duties.

ARTICLE 3
DUES AND FEES

The organization will collect_____.

ARTICLE 4
STANDING COMMITTEES

The organization may create and establish committees when they become necessary.

ARTICLE 5
FINANCES AND TAXES

1. The Treasurer shall maintain checking and/or savings accounts as deemed necessary by a majority of the governing body. The treasurer shall be solely responsible for the proper maintenance of these accounts.

2. All taxes required by federal, state, county, or local governments shall be paid.

ARTICLE 6
INSURANCE COVERAGE

1. The organization elects not to obtain and maintain insurance.

2. Each member of this organization may be, and is, personally jointly and severally liable for all debts, responsibilities, and/or liabilities incurred should this organizations assets (including insurance) be insufficient to cover all debts, responsibilities and/or liabilities. The United States Air Force and/or Grand Forks Air Force Base shall incur no liability or obligation whatsoever arising from any activity of this organization. The _____ specifically promises and agrees to indemnify and save harmless the United States Air Force or Grand Forks Air Force Base from any claim whatsoever arising out of this organization's activities.

ARTICLE 7
AWARDS AND GIFTS

The organization may present awards and gifts, as the membership deems appropriate as evidenced by a majority vote of the membership, if a quorum of those members is present.

Dated this ____ day of ____ 202_.

REVIEWED AND APPROVED.

Signature Block
President

Signature Block
Vice President

Signature Block
Secretary

Signature Block
Treasurer

REVIEWED AND APPROVED.

Approve

CHRISTOPEHR M. WADDELL, Colonel,
USAF Commander, 319th Mission
Support Group