

CONSTITUTION

Name of Private Organization (PO)

ARTICLE I NAME AND PURPOSE

SECTION 1 – NAME: The name of this organization shall be the **Name of Private Organization**.

SECTION 2 – PURPOSE: The purpose of the **Name of Private Organization** is to **State the Purpose of your organization**. This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.

ARTICLE II OBJECTIVES

SECTION I: OBJECTIVES. The objective of this organization is to promote the morale, well-being, and quality of life of **Your Organization** personnel. Individual members will have no proprietary interest in the organization, but will derive benefits from which the **Name of Private Organization** is established.

ARTICLE III GENERAL PROVISIONS

SECTION 1 – AUTHORITY: The **Name of Private Organization** is a private organization operating on Kunsan Air Base under the authority of AFI 34-223, *Private Organizations*. It is a self-sustaining interest group operated by people outside the scope of any official position they may have with the Federal government, and it operates only with the written permission of the installation commander or his/her designee.

SECTION 2 – LIABILITIES: The liabilities of the **Name of Private Organization** are as follows:

- a. **Obligation:** Obligations will be for the sole use and benefit of the **Name of Private Organization**. No individual may obligate the **Name of Private Organization** without approval from the executive committee. If an obligation is made without prior approval, the member will be held liable.
- b. **Insolvency:** Members of the **Name of Private Organization** may become financially liable for the obligations and debts of the **Name of Private Organization** if its assets fail to meet its obligations and debts. Members are joint and severally liable for the obligations and debts of the **Name of Private Organization**.
- c. The Constitution and by-laws of the **Name of Private Organization** will be updated every two years or when there is a change in the purpose, function, or membership eligibility of the PO, whichever comes first.

ARTICLE IV MEMBERSHIP

SECTION 1 – QUALIFICATIONS: Per DoDD 1020.02E: All service members are afforded equal opportunity in an environment free from harassment, including sexual harassment, and unlawful discrimination on the basis of race, color, national origin, religion, sex (including gender identity), or sexual orientation. In accordance with AFI 34-223, para 10.2, POs may not discriminate in hiring practices or membership policies on the basis of age, race, religion, color, national origin, disability, ethnic group, or gender.

SECTION 2 – TYPES OF MEMBERSHIP: The **Name of Private Organization** will have only one type of membership: full membership with all privileges, obligations, and voting rights.

ARTICLE V OFFICERS AND GOVERNING BODY

SECTION 1 – DESCRIPTION: The **Name of Private Organization** will be governed by an executive committee consisting of four elected officers: President, Vice-President, Secretary, and Treasurer. Officers will ensure the **Name of Private Organization** complies with all requirements of this Constitution. New officers will also consult the 8th Force Support Squadron PO monitor (8 FSS/FSRO) for guidance and training on local base requirements, procedures, and information that supplements AFI 34-223, as needed.

SECTION 2 – DUTIES OF THE PRESIDENT: The President shall have the following duties and obligation: **(included are some sample duties)**

- a. Enforce the Constitution, and all other rules, regulations and conventions of the **Name of Private Organization**.
- b. Preside over all meetings of the **Name of Private Organization**.
- c. Represent the **Name of Private Organization** at all functions requiring an organizational representative.
- d. Act as Treasurer in his or her absence.
- e. Take responsibility for the disposition of any assets or discharge of any liabilities remaining in the event the **Name of Private Organization** is dissolved.

SECTION 3 – DUTIES OF THE VICE-PRESIDENT: The Vice-President shall have the following duties and obligation: **(included are some sample duties)**

- a. Perform the duties of the President in his or her absence.
- b. Assume the duties of the President in the event of resignation or removal of office.

SECTION 4 – DUTIES OF THE TREASURER: The Treasurer shall have the following duties and obligation: (included are some sample duties)

- a. Receive and disburse funds belonging to the **Name of Private Organization** as directed by the voting membership and/or the executive committee.
- b. Collect funds as required.
- c. Maintain the financial records of the **Name of Private Organization**.
- d. Present a financial summary at each membership meeting or as requested by the executive committee. A quarterly financial statement will also be presented at each quarterly meeting.
- e. Maintain the checking account for the **Name of Private Organization**.
- f. Act as Vice-President in his or her absence.

SECTION 5 – DUTIES OF THE SECRETARY: The Secretary shall have the following duties and obligation: (included are some sample duties)

- a. Record proceedings of general membership meetings, executive committee meetings, and special meetings called by the President.
- b. Maintain membership lists.
- c. Make available to the membership copies of the Constitution, by-laws, and minutes of all meetings.
- d. Distribute meeting minutes to all applicable members and 8 FSS/FSRO.
- e. Count the votes in each election and announce the results.

ARTICLE VI MEETINGS AND QUORUMS

The executive committee shall meet **monthly** or at the request of a simple majority of the membership, or at the request of any member of the executive committee, upon reasonable notice. A quorum shall exist if **Number** of the executive committee is present. The general membership shall meet **quarterly** or at the request of a simple majority of the membership, or at the request of any member of the executive committee. The Secretary, or designee, will record the minutes of each meeting.

ARTICLE VII ACCOUNTING

SECTION 1 – RESPONSIBILITY:

- a. The **Name of Private Organization** shall be responsible for asset accountability, liability satisfaction, and responsible financial management. Officers of the **Name of Private Organization** will be individually and collectively responsible for developing and maintaining policies to ensure asset accountability, liability satisfaction, and sound financial and operational management.

- b. The Treasurer shall be responsible for managing the funds of the **Name of Private Organization**.
- c. The **Name of Private Organization** will be self-sustaining.

SECTION 2 – SOURCES OF INCOME: The **Name of Private Organization**'s primary sources of income will be [describe sources of income...for example: membership dues, donations, and proceeds from any fundraisers or similar activities].

SECTION 3 – FINANCIAL STATEMENTS: The Treasurer will maintain a quarterly financial statement and present it for review at every quarterly meeting. The Treasurer will also provide the quarterly financial statement to the 8 FSS/FSRO.

SECTION 4 – AUDIT REQUIREMENTS: The account of the **Name of Private Organization** will be audited prior to the installation of a new Treasurer or when the membership deems necessary by a simple majority of the vote. A disinterested party of two individuals will perform the audit. An annual financial statement will be submitted to the 8 FSS/FSRO. If the gross annual revenue is more than \$100,000, but less than \$250,000, an annual review by a public accountant is required.

SECTION 5 – PROPRIETARY RIGHTS: Members of the **Name of Private Organization** do not have proprietary rights in organization funds. Assets and income will also not accrue to individual members except through wages and salaries for employees or other payment for services rendered.

SECTION 6 – SIGNING CHECKS: All checks will be co-signed by the Treasurer and one other elected officer.

SECTION 7 – DISPOSITION OF RESIDUAL ASSETS: Assets remaining after satisfaction of outstanding debts will be used to support the morale, well-being, and quality of life of the **Name of Private Organization**.

ARTICLE VIII ADOPTION AND AMENDMENTS

Approval of the Constitution and by-laws will require a two-thirds majority vote of all members. Suggested revisions to the Constitution and by-laws may be submitted as new business at any scheduled meeting. Upon approval by a two-thirds majority of members the Constitution and by-laws will be amended to reflect the approved change. This Constitution and by-laws is effective upon signature of the President of the **Name of Private Organization** and the approval of the installation commander or designee.

ARTICLE IX DISSOLUTION

SECTION 1 – GENERAL PROVISIONS: In case of dissolution of the **Name of Private Organization**, written notice will be given to the 8 FSS Commander and 8 FSS/FSRO. Whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. Any funds remaining after satisfaction of debts, liabilities and obligations will be [describe how residual funds will be distributed...for example: donated to a charity or organization to be determined by a majority vote of remaining members at the time of dissolution in a manner consistent with applicable regulations].

SECTION 2 – GROUNDS FOR DISSOLUTION: The **Name of Private Organization** may be dissolved by an affirmative vote of the members or by the direction of the installation commander or designee.

**ARTICLE X
INSURANCE COVERAGE**

The **Name of Private Organization** is requesting an insurance waiver. If the insurance waiver request is approved, the installation commander may still require the **Name of Private Organization** to obtain liability insurance for specific events that involve a greater risk of injury or damage. Insurance waivers must be reevaluated annually. If the installation commander disapproves the insurance waiver request, the **Name of Private Organization** will obtain a general insurance policy of at least the minimum recommended coverage. All members of the **Name of Private Organization** agree to hold harmless and indemnify the United States and all DoD service components, even if the request for an insurance waiver is approved.

CERTIFICATION

These Bylaws are officially adopted as of YYYYMMDD.

I certify that all members have received and acknowledged this newly adopted constitution. YYYYMMDD.

Officer Positions (type names and sign)

(WET SIGNATURE REQUIRED)
President, **NO RANK Your Organization**

(WET SIGNATURE REQUIRED)
Secretary, **NO RANK Your Organization**

(WET SIGNATURE REQUIRED)
Vice President, **NO RANK Your Organization**

(WET SIGNATURE REQUIRED)
Treasurer, **NO RANK Your Organization**