

CONSTITUTION

OF THE

“PO’s NAME”

*****Note all highlighted areas in this document must remain verbatim as they appear as these are requirements from legal. *****

Please edit the document in Word and then export to a PDF and sign. All yellow highlighted portions should remain on the document. Blue Highlights should be filled in. Then unhighlight all areas and export to Adobe in a PDF form. You can use the replace button to change all “PO’s Name” to your actual PO’s name.

ARTICLE I

NAME AND PURPOSE

1. The name of this private organization (PO) will be the “PO’s NAME”. It is established as a PO pursuant to AFI 34-223, *Private Organization Program*, 13 December 2018, and all subsequent interim changes.
2. The purpose of this organization is to promote and provide esprit-de-corps and morale for all personnel assigned to “PO’s NAME” at Ramstein Air Base and their families. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group, or gender.

ARTICLE II

GENERAL PROVISIONS

1. The “PO’s NAME” operates on a military base with the consent of the Installation Commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force guidance, to include instructions, manuals, and policy directives.
2. The members are jointly and severally liable for organizational debts in the event the organization’s assets are insufficient to discharge liabilities and their understanding of the

liability must be documented.

3. All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand childcare or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events. Any members who fail a background check will be ineligible and cannot participate in such events.

4. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the DoD: "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 III OFFICERS AND GOVERNING BODY

1. The administration of the "PO's NAME" shall be conducted by the Executive Council consisting of a President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties specifically provided for herein, and in the attached By-laws, and also those duties usually incident to their offices. The term for each position of the Executive Council will be for one year. If an Executive Council member cannot fulfill a complete year of commitment, a special election will be held to fill the vacated office.

2. Elections will take place in "INSERT MONTH" of each year and cover a span of ten working days. At least two-thirds of the "PO's NAME" must vote before the elections become valid. A simple majority vote shall be sufficient for electing new officers. The current President shall vote only in the event of a tie.

3. Duties and Powers

a. The Executive Council will have the authority to authorize all expenditures up to one hundred dollars (\$100). Requests for funds in excess of \$100 must be approved by a simple majority vote of the membership present at a meeting.

b. The Executive Council will recommend policies, supervise programs, approve entertainment, rule on membership, enforce the charter, and take action to resolve all grievances, complaints, and suggestions submitted by members.

c. The President shall preside over meetings of the “PO’s NAME”. The President shall call special meetings of the membership, supervise all elections, and appoint committees as necessary, and shall prescribe the respective functions of the said committee.

d. The Vice President shall assume the duties of the President in the President’s absence. The Vice President is also charged with enforcing private organization rules.

e. The Secretary shall advertise all “PO’s NAME”’ s meetings at least three duty days prior to the meeting. The Secretary will maintain written minutes of all meetings. Minutes shall be available to all members upon request. This office will also maintain the files containing all written documentation associated with the private organization, to include current charter, membership roster, and meeting notes/minutes.

f. The Treasurer shall receive deposits, maintain a record, account for all funds of the “PO’s NAME” and prepare a monthly statement on the financial status of the organization. The Treasurer has the authority to disperse funds. The “PO’s NAME”’s fiscal year will begin on “MONTH” and end on “MONTH” of the following year. The Treasurer will render a full and complete financial statement to the members at the monthly meetings. The books of the Treasurer will be audited as required. The “PO’s NAME” will conduct an annual audit by an accountant (a CPA is not required) if the organization’s gross annual revenues exceed \$100,000. If the organization’s gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization. Regardless of gross revenue, the Treasurer will also provide an annual financial statement to the Resource Management Flight Chief. The Treasurer will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

ARTICLE IV

MEMBERSHIP

1. Membership in the “PO’s NAME” is open to all personnel assigned to the “PO’s NAME” To be considered a member of “PO’s NAME” one must read the PO constitution and bylaws and sign a membership roster. Each page of the membership roster will include the following statement: "By signing this membership roster, I acknowledge that I have read the constitution and bylaws and that as a member of “PO’s NAME” I am jointly and severally liable for this organization’s debts."

2. Members will have equal opportunity to seek office in the organization. The President will be the presiding senior member at all regular meetings and shall conduct the meeting IAW Robert’s Rules of Order.

3. Members, as well as elected officers, are to conduct themselves in a highly professional manner always and are to represent this organization through deeds and words, which exemplify the goals and mission of this organization.

4. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The determination of whether a member should be removed from the organization will be made by the Executive Council. Before this determination is finalized, the member shall be notified of the charge(s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Council. Members who need more time to respond may request additional time from the Executive Council. The President of the Executive Council, or Vice President in the President’s absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Council and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Executive Council about any questionable member activity.

5. Members may voluntarily leave the organization by submitting their resignation from the organization in writing. This written notice must be given to a member of the Executive Council or delivered to the organization during a meeting. Members will be automatically removed from the organization membership upon PCSing from Germany or permanently

leaving Germany. Members may override this automatic removal by providing a written statement to the Executive Council that they wish to remain a member of the PO and understand that they may continue to be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

ARTICLE V ACTIVITIES

Fundraising activities will be conducted in accordance with appropriate guidance at all levels (Base through DoD). These activities will be in direct support of the "PO's NAME" objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities is the 86 AW/CC. During CFC or AFAP must be coordinated through 86 FSS, 86AW/JA and then 86 AW/CC or designee.

ARTICLE VI INSURANCE COVERAGE

The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

ARTICLE VII AMENDMENTS

1. Amendments to the Constitution need to be approved by a two-thirds (2/3) majority of the "PO's NAME"'s membership with the concurrence of three-fourths (3/4) of the Executive Council. Approved amendments shall be coordinated through the 86th Force Support Squadron and 86th Airlift Wing Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or delegation authority.

2. Amendments to the bylaws need to be approved by a two-thirds (2/3) majority of the "PO's NAME"'s membership. Approved amendments need not be subjected to further coordination.

ARTICLE VIII DISSOLUTION

The **“PO’s NAME”** may be dissolved with the vote of seventy-five (75%) of the general membership and three of the four Executive Council Member’s concurrence. It may also be dissolved by order of the Installation Commander. Funds contained in the treasury will be used to satisfy any outstanding debts, liabilities, or obligations before they are allocated for any other purpose. The remaining funds will be donated to the **“Name of Charity”**. Notification of intent to dissolve will be submitted in writing to the 86 FSS/FSRPO, Unit 3221, APO AE 09094.

This constitution is submitted for approval by “PO’s NAME”:

President’s Name
“PO’s NAME”

(Date)

This Constitution is good for two years from the date signed by MSG Commander