# UNITED STATES AIR FORCE ACADEMY ASSOCIATION NAME

BYLAWS

***January 28, 2021***

# ARTICLE I – NAME

The name of this organization shall be the “United States Air Force Academy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (Organization) hereafter referred to as \_\_\_\_\_.

# ARTICLE II – PURPOSES

The purpose and objectives of this organization shall be:

1. To provide assistance, encouragement and support to the cadet sons and daughters of members through a Board of Directors (Board) and General Membership.
2. To provide information and assistance to cadet parents/family in matters pertaining to cadets.
3. To provide information and encouragement to parents of prospective cadets.
4. To provide assistance to the Academy Liaison Officers assigned to the (Geographic Area).

# ARTICLE III – BASIC POLICIES

The following are basic policies of this organization:

1. The Organization shall be noncommercial, nonsectarian and nonpartisan.
2. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
3. In the event of the dissolution of this organization, all funds will be transferred to the Association of Graduates at the United States Air Force Academy.

# ARTICLE IV – MEMBERSHIP AND DUES

## SECTION 1.

All parents/guardians of United States Air Force Academy cadet, graduate, cadet candidate or Liaison Officer residing in (City,County,State) or adjoining area, and other interested parties are eligible for membership in (Association Name).

## SECTION 2.

General membership is based on the payment of a membership fee set by the Board.

# ARTICLE V – OFFICERS AND THEIR ELECTIONS

## SECTION 1.

Each officer or board member of the Organization shall be a member of the Organization.

## SECTION 2.

Executive officers of the Organization shall be a President, Vice-president, Treasurer, Secretary and Social Chairman. These officers shall be elected annually.

## SECTION 3.

1. Nominations for office may be made by any \_\_\_\_\_ member in good standing.
2. All nominees shall be submitted to the general membership at the last meeting of the fiscal year, or electronically via the \_\_\_\_ email account. At the meeting, additional nominations must be called for from the floor. If the election is held electronically, additional nominations must be allowed for a period of no more than 3 days.

## SECTION 4.

1. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated or elected to office.
2. Nominees for the offices of president, vice president, treasurer and secretary shall not be related by blood or marriage or reside in the same household.

## SECTION 5

Election shall be held by ballot, either at the last meeting of the fiscal year, or electronically, via the \_\_\_\_\_\_\_ email account. If there is but one nominee for any office, the ballot for that office may be dispensed with and the election held by voice vote.

## SECTION 6

Officers shall serve for a minimum term of one year or until their successors are elected. No officer shall be eligible to hold more than one elected office. Each office is entitled to one vote during business of the organization. Officers shall assume their duties on July 1, preceded by 3 months of transition following the election.

## SECTION 7

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board- elect.

## SECTION 8

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the executive board. Election to fill a vacancy shall require a majority vote of the executive board. The vice president shall serve notice of the election to the board, in case a vacancy occurs in the office of president.

# ARTICLE VI - OFFICERS AND THEIR DUTIES

## SECTION 1.

The President Shall:

1. Be the Chief Officer of the Organization.
2. Preside at all meetings of the General Membership and the executive board.
3. Coordinate the work of officers and committees, subject to the ratification of the executive board.
4. Appoint the chairmen and members of committees, subject to the ratification of the executive board.
5. Be listed on the (Name) bank account, authorize all payments made by the treasurer and make authorized payments should the treasurer be unable to do so.
6. Have all contracts and/or legally binding documents approved by the executive board, prior to signing a contract with another elected officer.
7. Not be related by blood or marriage or reside in the same household as the other authorized signers for the association’s financial accounts.
8. Act as the organization’s representative to the Air Force Academy Admissions Liaisons Officers and the Parents Club at USAFA.
9. Perform such other duties as may be prescribed in these bylaws or assigned by the association.

## SECTION 2.

The Vice-President Shall:

1. Act on behalf of the President in the President’s absence.
2. Perform any such other duties as may from time to time be delegated to him by the president.

## SECTION 3.

The Treasurer shall:

1. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including specifically, the number of members and the dues collected from the members.
2. Receive all moneys for the Organization, giving a receipt thereof, and deposit in the name of the association in a bank approved by the executive board.
3. Receive and retain a copy of the deposit slip for any deposit made.
4. Pay all bills as authorized by the executive board
5. Secure two authorizations, for every expenditure. Any two of the following are authorized to approve an expenditure: president, vice-president, treasurer and secretary. Authorizing board members shall not be related by blood or marriage or resided in the same household. Acceptable forms of authorization are electronic, or physical signature.
6. Keep an accurate record of receipts and disbursements permanently. All other financial records must be retained for seven years including the current year.
7. Present a statement of account to the executive board at regular board meetings or when requested by the board.
8. Be responsible for filing all tax returns and other forms required by government agencies as appropriate.

## SECTION 4.

The Secretary shall:

1. Keep permanent and accurate records of the proceedings of all meetings of the Organization and the executive board.
2. With the president, vice president and/or treasurer authorize payments for the expenditures of funds following approval by the executive board in accordance with these bylaws.
3. Keep a current copy of the bylaws.
4. Prepare slate for elections.
5. Perform such other duties as may be delegated to the secretary.
6. Maintain a current membership list/directory of all members in good standing.

## SECTION 5.

The Social Chairman shall:

1. Chair a committee of their own choosing for the purpose of all social events, including but not

limited to, packing parties in support of Acceptance Day, Halloween, Valentine’s Day and Finals.

1. Chair a committee of their own choosing for the purpose of coordinating all social media.
2. Chair a committee of their own choosing for the purpose of coordinating all packing parties.
3. Report status of above committees at all board meetings.
4. Perform such other duties as may be delegated to the social chairman.

## SECTION 6.

When an officer fails to attend three consecutive meetings without adequate excuse or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws, or engages in conduct which the executive board determines to be injurious to the Organization or its purposes, the executive board may by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include: (1) asking for the resignation of the officer; (2) making a formal recommendation that the officer be removed from office following a hearing in accordance with Due Process.\*

## SECTION 7.

Upon the expiration of the term of office or in case of resignation or termination, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office and shall return to the treasurer, without delay, all funds belonging to the Organization.

## SECTION 8.

The fiscal year shall begin on April 1 and end the following March 31.

# ARTICLE VII – MEETINGS AND QUORUMS

## SECTION 1.

1. The executive board shall meet monthly or as determined by the board.
2. Each new board will select meeting dates for their term in office.
3. A quorum shall be present in order to transact any business. A quorum at Board meetings will consist of a simple majority of the members of the board

## SECTION 2.

1. The General meeting of the Organization will be held at the last meeting of the fiscal year and as otherwise determined by the Board.
2. A quorum shall be present in order to transact any business. A quorum at General meetings shall consist of a simple majority of the members of the organization.

# ARTICLE VIII – AMENDMENTS

These bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of members present and voting, provided the proposed amendment shall have been submitted in writing and read at a previous meeting.

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President

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Secretary

Adopted: January 23, 2021

Amended:

\*Footnote, “Due Process Procedures: Following the two-thirds (2/3) affirmative vote recommending that the officer be removed from office: (1) The officer must be given fifteen (15) days written notice of the hearing to remove the officer from office; (2)The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association’s records; (3) At the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing; (4) Not less than five (5) days following the hearing, the executive board shall convene and vote whether the officer will be removed from office; (5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office; (6) The removal vote shall be recorded in the executive board minutes and shall specify the number of voting in favor of and against such removal.”