**CONSTITUTION**

**OF**

***(Name of organization)***

(As of ***current date***)

**ARTICLE I: NAME AND PURPOSE**

This private organization (PO) shall be known as ***(name of organization).*** The purpose of the organization is to ***(list the nature, functions, objectives, etc.).***

**ARTICLE II: GENERAL PROVISIONS**

***(Name of organization)*** is an independent organization and operates on Malmstrom Air Force Base only with the consent of the Wing Commander. Operation is contingent on compliance with the requirements and conditions of AFI 34-223 and applicable regulations and directives.

***(Name of organization)*** is not a non-appropriated fund instrumentality nor is it entitled to the privileges and immunities of the federal government. The membership is liable under the laws of the state of Montana for organizational debts in the event the organization’s assets are insufficient to discharge liabilities. Members are jointly and severally liable for the obligations of the PO and acknowledgments of member liability are maintained by the PO.

All print or electronic media mentioning the private organization’s name will display the following disclaimer: “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**

Upon selection of officers, a roster will be created and a copy kept in our official private organization file in the office of the 341st Force Support Squadron Resource Management Flight Chief. All officers and members understand that they are acting exclusively outside the scope of any official capacity. Any changes in the officer listing will be submitted in writing to the Resource Management Flight Chief. Duties of elected officers are as follows:

□ PRESIDENT - Duties of the President shall include but shall not be limited to:

***(Spell out duties and responsibilities.)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ VICE PRESIDENT - Duties of the Vice President shall include but shall not be limited to: ***(Spell out duties and responsibilities.)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ SECRETARY/RECORDER - Duties of the Secretary shall include but shall not be limited to:

***(Spell out duties and responsibilities.)***

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□ TREASURER - Duties of the Treasurer shall include but shall not be limited to:

***(Spell out duties and responsibilities, to include checking account [if applicable], funds control, accountability of funds, etc.)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Additional Key Personnel if any.)**

**ARTICLE IV: MEMBERSHIP**

Membership in the ***(name of organization)*** is open ***(spell out who is eligible to join).*** Membership discrimination based upon religion, race, creed, color, age, national origin, or sex is prohibited. **(spell out what makes a member a “member in good standing” this is needed for liability reasons)**

**ARTICLE V: METHOD OF FINANCING**

The primary method of financing for the organization will be □ fundraising and/or □ member dues. All fundraising activities will specify that no federal endorsement is intended by the private organization. ***(If you have dues or assessments as a method of income, spell out amount of dues, how often your PO will collect dues, membership termination procedures, etc.)*** Audits will be conducted IAW AFI 34-223.

**ARTICLE VI: ADOPTION AND AMENDMENTS**

This constitution and any amendments or added By Laws shall be determined by a two-thirds majority vote of the membership. Any amendments to this constitution will be submitted in writing through the 341st Force Support Squadron Resource Management Flight chief for review by the Staff Judge Advocate and final approval by the Wing Commander. Amendments or added By Laws will become effective upon approval of the Wing Commander.

**ARTICLE VII: LIABILITY**

Members are jointly and severely liable for organizational debts and obligations in the event the organization’s assets are insufficient to discharge liabilities. Joint and severally liability means that the membership as a whole is responsible for paying any debts of the organization, and a single member can individually be held responsible for the entire debt. The organization maintains documentation of all members’ understanding of their liability.

**ARTICLE VII: MEETINGS AND QUORUMS**

***(This article is optional. It covers items such as committees, frequency of meetings within your organization, number of membership required to vote, etc.)***

**ARTICLE VIII: DISSOLUTION**

All liabilities must be satisfied within 90 days after notification of dissolution of ***(name of organization)***. A letter of dissolution will be submitted to the 341st Force Support Squadron Resource Management Flight Chief.

Funds in the treasury at the time of dissolution will be used to satisfy any outstanding debts liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership. ***(i.e., donated to a charitable organization - FUNDS MAY NOT BE DISBURSED AMONGST PO MEMBERS)****.*

**ARTICLE IX: INSURANCE *[be sure to check one of these boxes]***

**□** Due to the nature of ***(name of organization)***, a liability insurance waiver request will be submitted. An approved insurance waiver will be obtained and a copy kept in our official PO file in the office of the 341st Force Support Squadron Resource Management Flight Chief. Liability insurance will be obtained for special events based upon guidance from the base Staff Judge Advocate.

□ Due to the nature of ***(name of organization)***, liability insurance has been obtained and proof of insurance is kept in our official PO file in the office of the 341st Force Support Squadron Resource Management Flight Chief.

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**(**PRESIDENT’S TYPED SIGNATURE BLOCK DATE SIGNED

AND SIGNATURE**)**