**CONSTITUTION**

**OF**

(Private Organizations Name)

**ARTICLE I: NAME AND PURPOSE**

This private organization shall be known as the (Private Organizations Name)

The purpose of this association shall be to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE II: GENERAL PROVISIONS**

(Private Organizations Name) is an independent organization and operates on Malmstrom Air Force Base only with the consent of the Wing Commander which has been delegated to the Mission Support Group Commander. Operation is contingent on compliance with the requirements and conditions of AFI 34-223 and applicable regulations and directives.

(Private Organizations Name) is not a non-appropriated fund instrumentality nor is it entitled to the privileges and immunities of the federal government. The (Private Organizations Name) 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. (Private Organizations Name) members are jointly and severally liable for the obligations of the PO; evidence of each member’s acknowledgments of the member’s liability is 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ VICE PRESIDENT. Duties of the Vice President shall include but shall not be limited to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ SECRETARY. Duties of the Secretary shall include but shall not be limited to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ TREASURER. Duties of the Treasurer shall include but shall not be limited to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ The Treasurer will/will not be bonded.

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□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE IV: MEMBERSHIP**

Membership in the (Private Organizations Name) is open to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Membership discrimination based upon religion, race, creed, color, age, national origin, or sex is prohibited.

**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. Audits will be conducted IAW AFI 34-223.

\*\*Please check a box(s) or delete the verbiage for method of financing not being used.\*\*

**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 which has been delegated to the Mission Support Group Commander. Amendments or added By Laws will become effective upon approval of the Wing Commander which has been delegated to the Mission Support Group Commander.

**ARTICLE VII: LIABILITY**

(Private Organizations Name) members and the executive council are jointly and severally liable for organizational debts and obligations in the event the organization’s assets are insufficient to discharge liabilities. Joint and several 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 each member’s understanding of their liability.

**ARTICLE VIII: DISSOLUTION**

All liabilities must be satisfied within 90 days after notification of dissolution of the Private 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.

**ARTICLE IX: INSURANCE**

□ (Private Organizations Name) requests that the requirement of liability insurance be waived as our normal activities are such that the risk of liability is negligible. All members of (Private Organizations Name) and executive council have been made aware that they are jointly and severally liable for the obligations of the PO and their understanding of the liability has been documented with (Private Organizations Name) . If our organization becomes involved in any special events that involve greater risk of injury or damage we will obtain insurance. Insurance waivers must be reevaluated annually. An approved insurance waiver will be obtained and a copy kept in our official PO file and in the office of the 341st Force Support Squadron Resource Management Flight Chief.

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

\*\*Please check a box showing if your PO is requesting an insurance waiver or procuring insurance **OR** delete the paragraph your PO will not be using.\*\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature DATE SIGNED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Printed Name

**For Legal Office Use Only:**

(Private Organizations Name) constitution does/does not comply with the provisions of AFI 34-223 and I recommend/do not recommend approval.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_

341 MW/JA

**Approving Authority:**

(Private Organizations Name) constitution is approved/disapproved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_

CIRO E. DE LA VEGA III, Colonel, USAF

Commander, 341st Mission Support Group

This document is a **SAMPLE ONLY** and must be accomplished by your private organization on plain bond paper (please do not use a squadron/wing letterhead) Thank You!