

**AFTAC ALUMNI ASSOCIATION P. O. Box 254892**

**Patrick AFB FL 32925-4892**

**BY-LAWS**

**ARTICLE 1 DUTIES OF OFFICERS**

- I. The executive officers of the Association shall be the President, Vice-President, Treasurer, and Secretary. All shall be members of the Board of Directors, elected by the membership. Board members are primarily responsible for safeguarding and accounting the Association's assets, for ensuring full liability satisfaction, and for exercising sound financial and operational management. Eligibility for election to the executive officer positions will be limited to current and former military or civilian personnel who are otherwise eligible for regular membership into the Association.
- II. The President will preside at all meetings of the members and at all meetings of the Board. The President will vote on issues before the Board only in event of a tie. The President is the Executive Officer of the Association and will attend to the day-to-day operation of the Association with the assistance of the Board.
- III. The Vice-President shall have and exercise all the powers, authority, and duties of the President during the absence of the latter.
- IV. The Treasurer shall generate a budget, a monthly financial statement, and an annual balance sheet, and shall manage all Association funds and control their disbursement subject to the controls, limitations, and delegations of the Board. The annual balance sheet shall be available at the annual general membership meeting.
- V. The Secretary shall prepare and maintain full records of all meetings of the members and the Board.

**ARTICLE 2 ELECTIONS OF OFFICERS AND VOTING**

- I. The outgoing President shall appoint a nominating committee in July. Membership on the Committee shall consist of regular members whose annual or lifetime dues have been paid. The Committee will:
  - a. Be composed of no more than five members; a quorum shall consist of three members.
  - b. Be chaired by the immediate past President who will serve as elections chairman. If the immediate past President is not available to serve, a regular member will be appointed and approved by a simple majority of members present at the August meeting of the Board of Directors.
  - c. Review the total membership to identify candidates for the executive officer positions.
  - d. Notify the general membership of the proposed slate of executive officers in September.
- II. The elections will take place at the last meeting of the membership year. Nominations from the floor will be accepted. A quorum of 15 members will be needed to conduct an election. An open ballot will be used with a simple majority required for election.
- III. The new executive officers will assume their responsibilities during the first Board meeting after election. The first order of business will be to appoint the committee chairpersons.
- IV. The term of service for all officers will be one (1) year or as decided by the general membership.
- V. Should one of the Executive Officers resign or become unable to perform their duties during the election year, the Board will appoint another to carry out the duties until elections are held.

**ARTICLE 3 DUES OR FEES**

Dues for regular and associate members of the Association will be Ten Dollars (\$10) each membership year. Lifetime memberships shall be Seventy-Five Dollars (\$75). Distinguished and honorary members are exempt from paying dues. Adjustment of dues shall be as approved by a majority vote at the annual general membership meeting.

#### **ARTICLE 4 STANDING COMMITTEES**

Standing committees shall be as established by the Board of Directors.

#### **ARTICLE 5 FINANCES AND TAXES**

- I. The Association is organized and operated exclusively for pleasure, recreation, and other non profitable purposes, and no part of its earnings shall inure to the benefit of any members.
- II. The Association will be financially self-sustaining. There will be no financial assistance from a nonappropriated fund instrumentality (NAFI) in the form of contributions, dividends, or donations of money or other assets.

#### **ARTICLE 6 INSURANCE COVERAGE**

The Association is envisioned to have extremely low liability exposure.

#### **ARTICLE 7 AWARDS AND GIFTS**

- I. The Board of Directors may elect to purchase gifts or awards to recognize Association members. Special gifts to honor dignitaries will be determined by the Board of Directors, and funds will be obtained from the Association treasury. (The Board shall determine the dollar amount used for gifts and/or awards that will be distributed in the name of the Association.)
- II. The Association shall participate in the AFTAC Annual Awards Program through the selection of individual(s) to be recognized as Alumni of the Year (AOY). Announcement of the selection may be made at an appropriate Association function; however, formal presentation of the award will be made at the AFTAC Annual Awards ceremony. Individual(s) selected must be an Association member(s) in good standing and may be from any of the subordinate Association chapters. Selection criteria may depend upon either a singularly distinguished achievement or accumulation of dedicated service to the Association.

#### **ARTICLE 8 WEBSITE**

The Website is authorized to keep the membership informed. Data to be posted on the Website will be monitored by the Board, and decisions will be made during normal meetings to determine the validity of such information. The Website/Electronic Media Managers shall report to the Board on a regular basis.



Edward W. Lindsay, Jr

President

AFTAC Alumni Association

6 October 2017