

BY-LAWS
for
GENERAL ROBERT E. HUYSER CHAPTER
of the
AIRLIFT/TANKER ASSOCIATION, INC.

ARTICLE I

GENERAL PROVISIONS

Section 1 – Name

The name of this organization will be the General Robert E. Huyser Chapter of the Airlift/Tanker Association (A/TA), Inc. hereinafter referred to as the Huyser Chapter.

Section 2 – By-Laws

The By-Laws are the rules of operation of the Huyser Chapter for the Executive Board. The interpretation of its provisions and intent will be vested in the Executive Board.

Section 3 – Changes to the By-Laws

- a. Proposed changes to the By-Laws must be available to members 2 weeks prior to a general membership meeting. The By-Laws will be amended by a two-thirds (2/3) vote of the members voting at the general membership meeting.
- b. Proposed changes by the members to the By-Laws can be proposed by the executive board or by written petition by not less than five percent (5%) of the membership 2 weeks prior to any meeting.
- c. Interim Changes may be made by the Executive Board on an expedient basis at any time. Membership ratification of Interim changes to the By-Laws will be made at the next general membership meeting.

ARTICLE II

OFFICERS OF THE ASSOCIATION

Section 1 – Elected Officers and Responsibilities

a. Election of each of the officers of the Huyser Chapter will be made from a slate of officer nominees nominated according to the provisions of Article IV below. Election to fill each Officer position will be during the May general membership meeting by simple majority vote of the members voting. Officers of the Huyser Chapter will be the President, Vice President for Chapter Matters, Vice President for Enlisted Matters, Vice President for

Civilian Matters, Secretary, and Treasurer. They will be elected by a simple majority of the members present at the first meeting after 1 May of each year, and will serve in their respective office until the following year's election. Duties of the officers will be as prescribed by the President (and these By-laws). Any Huysen Chapter member in good standing (civilian or military) may hold any elected office. In the event the office of the President becomes vacant, the Executive Board will select an interim President for the duration of the elected term. If any other office becomes vacant, the President shall appoint an individual to fill the remaining term. Huysen Chapter officers serve strictly in a voluntary capacity and will not be compensated for their time. However, they may be reimbursed for official expenditures related to their chapter duties, such as postage, awards, and telephone calls.

b. Responsibilities

1. President: The President, subject to the Executive Board, shall be in general charge of the affairs of the Chapter, in the ordinary course of business. In addition, the President shall, preside over chapter board meetings and general membership meetings, appoint officers when vacancy occurs out of cycle and committee chairmen, represent the chapter on behalf of the members, lead chapter-planning activities, serve as liaison between the Chapter and the A/TA National governing body, communicate regularly with national Board of Officers, make a report of the Chapter activities at the general membership meeting when elections are conducted, and call special membership meetings, supervise elections, appoint committees as deemed necessary, prescribe their function, and appoint the committee chairperson.

2. Vice President for Chapter Matters: The Vice President for Chapter Matters exercise the powers of the President during that officer's absence or inability to act, act as President on matters directly related to grievances filed against the President, manage the affairs of the Standing Committees, manage the affairs of the Special Committees, responsible for planning quarterly meetings, preside over the programs committee, oversee recruitment and solicitation of new members, preside over the membership committee, and perform other duties as assigned by the President.

3. Vice President for Enlisted Matters: The Vice President for Enlisted Matters act as primary focal point for enlisted matters, assist the President as directed, and perform other duties as assigned by the President.

4. Vice President For Civilian Matters: The Vice President For Civilian Matters at as primary focal point for retired, dependent, contractor, and industry matters, assist the President as directed, and perform other duties as assigned by the President.

5. Secretary: The Secretary shall administer all association administrative matters, under the direct authority of the Executive Board. The Secretary shall maintain written minutes of all meetings, present minutes at each meeting, and make minutes available for review by any member. Specifically, the Secretary is responsible to maintain appropriate Chapter records and reports, maintain current membership roster, forward changes to

national Secretary, keeping all financial records, receipts, invoices, and vouchers, keep the official record of, and amendments to, the Constitution and By-laws, notify officers and committee chairpersons of their election or appointment, furnish committees with papers referred to them and representatives with credentials, responsible for receiving and sending chapter correspondence and reports, attest to the signature of the President, provide semiannual reports to 375 SVS/SVFP in accordance with AFI 34-223, and perform other duties as assigned by the President. The Secretary is Chairman of the Nominating Committee. The Secretary also is custodian of pertinent Huyser Chapter documents and the Huyser Chapter master file.

6. Treasurer: The Treasurer shall administer all Huyser Chapter fiscal matters, under the direct authority of the Executive Board. The Treasurer shall receive, deposit, disburse, maintain a record and account for all funds of the organization, and prepare the publication of all monthly statements of the financial status of the organization. The Treasurer shall present a financial status report statement at each general membership meeting and shall answer any questions regarding finances. Specifically, the Treasurer is responsible for maintaining and accounting of all cash disbursements for and from the Huyser Chapter, maintenance of bank and investment accounts, keeping all financial records, receipts, invoices, and vouchers, preparing Annual Budget for approval by the Executive Board, Chair the Finance Committee, provide semiannual reports to 375 SVS/SVF in accordance with AFI 34-223, and perform other duties as assigned by the President.

Section 2 - Terms of Office

The term of office for each position of the Executive will be one (1) year. To provide continuity in managing the affairs of the Huyser Chapter, the nominees for positions on the Executive Board will be for staggered terms. The date for assuming office will be from 1 Jun to 31 May.

Section 3 - Vacancies

In case of any vacancy among the elected positions of the Officers, it will be filled by appointment of the President. In the case of a vacancy in the office of President, it will be filled by the Vice-President of the Chapter Matters until such time as a President can be elected.

Section 4 - Eligibility of Officers

Any current member in good standing with the A/TA National office will be eligible for office in any position of the Huyser Chapter.

ARTICLE III.

MEMBERSHIP

Section 1 – Eligibility for Membership

1. Membership in the Chapter will be open to those individuals, without regard for

gender, race, age, sexual orientation, color, creed, or national origin, who are members in good standing with the A/TA national and not have any disciplinary action pending before the Huyser Chapter.

2. Membership is open to military and civilian personnel in the active or reserve component in active or retired status, defense contractor and civilian government employees, as well as civilians with no ties to the military.

Section 2 - Benefits

All benefits for members arranged or contracted for by the Huyser Chapter shall be uniformly made available to each member.

Section 3 - Discipline

1. The Officers of the Huyser Chapter shall have the authority to review complaints against individual members and take appropriate actions.

2. A member has the right of appeal from any adverse decision made by the Officers of the Huyser Chapter. Such appeal must be in writing to the Officers of the Huyser Chapter and the appeal may be in one phase:

A. An appeal to the Officers of the Huyser Chapter for a second review. Such review will be considered adequate if the appeal is read to sustain the Officers of the Huyser Chapter's decision.

ARTICLE IV.

COMMITTEES

Section 1 - Standing Committees

The Standing Committees of the Huyser Chapter are the Program Committee, the Publicity Committee, and the Awards Committee. The Standing Committees are the action agencies responsible to the Vice President for Chapter Affairs for specific functions required to promote the objectives of the Huyser Chapter and to serve the general membership. Each committee shall be comprised of a chairperson, appointed by the Chapter President, and at least two committee members. In the absence of the chairperson, the senior committee member present shall assume the duties of the chairperson. The chairpersons of the respective Standing Committees shall have the prerogative of selecting their own committee persons subject to the approval of the Chapter President.

Section 2 – Committee Membership

The office-holding members of the Standing Committees will be as designated in Section 4

below. Non-office-holding committee members will be nominated and elected at the general membership meeting, except that the President, with the approval of the Executive Board, may appoint members to Standing Committees as may be required to provide for the proper manning and functioning of the committees. All Standing Committee members will serve the year following appointment and/or election by the membership.

Section 3 - Special Committees

Special Committees may be appointed at any time when deemed necessary by the Huyser Chapter President or Executive Board. The President with the simple majority approval of the membership present shall appoint a special committee chairperson as a temporary expediency to perform a one-time function or to perform a new function nominated by a Huyser Chapter member. In the absence of the chairperson, the senior committee member present shall assume the duties of the chairperson. The chairpersons of the respective Special Committees shall have the prerogative of selecting their own committee persons, as required, subject to the approval of the Huyser Chapter President. The Huyser Chapter special committees include, but are not limited to the Finance Committee, the Nominating Committee, Coin Committee, Scholarship Committee, Golf Tournament Committee, Charity Committee, Strategic Planning Committee

Section 4 – Standing/Special Committee Composition and Responsibilities

The functions of each Standing Committee is described as follows:

A. Programs Committee: The Programs Committee is responsible for the planning and coordination of arrangements for all meetings and social events scheduled for the participation of the members, to include detailed arrangements for appropriate and suitable facilities, catering services, meal planning, entertainment or guest speakers, transportation and billeting (when required), and for preparing and disseminating notification of meetings or activities to the membership on a timely basis. The programs committee, presided over by the Vice President for Chapter Matters, will plan events, solicit guest speakers, and organize projects undertaken by the chapter.

1. The Programs Committee is also responsible for the collection of the funds incidental to such activities and for accounting and disbursement actions through the Treasurer to the facility rendering service. The Chairperson of the Programs Committee shall confer with the Huyser Chapter President prior to scheduling and making arrangements for meetings or other activities.

2. The Programs Committee Chairperson is the Huyser Chapter representative to the Scott AFB Distinguished Speakers Series program.

B. Publicity Committee: The Publicity Committee is responsible for managing the Huyser Chapter Web Site, and assuring that activities of the Chapter receive recognition, within propriety, through the submission of written accounts, stories, photographs, etc., to local, national, and other suitable news media. Normally, the chairperson of the Publicity Committee shall confer with the President regarding all news releases and prior to the publication of any articles, posters, flyers, or newsletters.

C. Awards Committee: The Awards Committee is responsible for the Huyser Chapter Awards Program. The Huyser Chapter Awards Program consist of the Performer of the Quarter Awards.

The functions of each Special Committee is described as follows:

A. Finance Committee: The Finance Committee is responsible for assuring proper and accurate administration of the Huyser Chapter's monetary assets and liabilities through audit of the Chapter financial records as required and at any time deemed necessary by the Executive Board. The Treasurer shall have management responsibilities including, but not limited to, accountability of assets, satisfaction of liabilities, and the disposition of residual assets on dissolution of the Chapter. The Treasurer shall chair the Finance Committee

B. Nominating Committee: A Nominating Committee normally has a one-time annual function to select and nominate members of the Huyser Chapter as candidates for election to the Executive Board positions for the forthcoming calendar year. At least three Chapter members including the President, shall be on the Committee. The Nominating Committee shall be appointed and charged by the Chapter president during the first quarter of the calendar year. The Committee shall meet to review the candidates for each office for the Nominating Committee Report.

C. Coin Committee: A Coin Committee is responsible for design, manufacturing, marketing, and sale of Huyser Chapter coins. The chairperson will submit a quarterly report to the Huyser Chapter, as required.

D. Scholarship Committee: A Scholarship Committee will conduct the Chapter's scholarship program, to include advertisement and publicity, the application process, application evaluation, selection, and the awards process.

E. Golf Tournament Committee: A Golf Tournament Committee will plan, schedule, and execute the Annual Huyser Chapter Golf Tournament. The chairperson will submit a full report to the Huyser Chapter no later than 60 days following the golf tournament.

F. Charity Committee: The Charity Committee shall be the main point of contact for charitable activities and contributions of the Huyser Chapter. The

chairperson shall track and report all activities, requests, and donations (both monetary and service orientated) to the General Membership upon completion of an event.

- G. Strategic Planning Committee: The strategic planning committee, presided over by the President or his designee, will develop and present annual and long term focused goals to the Huyser Chapter in order to further the Global Engagement Doctrine of Aerospace Forces.

H.

ARTICLE V.

ELECTIONS

Section 1. Nominations

Shall be submitted to the Nominations Committee Chairman prior to the May Chapter meeting. Nominations must be in writing, listing the office and qualifications. Floor nominations may be made at the election. Candidates for office are allowed three minutes to give their nomination speech before the Chapter membership. Nomination seconds may be made from any member in good standing with the A/TA National Office.

Section 2. Nominations Committee Report

The Nominations Committee Chairman shall submit at the May Chapter meeting, the Nominating Committee Report. The Report shall recommend one candidate per office, regardless of the number of candidates. From the report, the Chairman will create an official ballot that includes every name submitted and provide the Secretary the official ballot for the election. The ballot shall list starting at the top, listing the office in the following order. President; Vice President for Chapter Matters; Vice President For Enlisted Matters; Vice President For Civilian Matters; Secretary; and Treasurer. The candidates name shall be listed by Rank if military and alphabetically if civilian.

Section 3. Election Ballot

Elections will be followed IAW the Constitution Article V, section 3. The Election Ballot includes nominations made from the floor. Any candidate for office that is not in good standing, shall be disqualified. Any candidate nominated on the day of election shall be a write-in candidate on the ballot. The ballots will not be collected until after the nominations are closed, giving time to write the write-in candidates. Voting will be by secret written ballot unless there is only one candidate for office.

Section 4. Proxies

1. Proxies may be used for members in good standing who are unable to be present at the election. Only proxies that have been properly executed shall be valid to vote. A properly executed proxy shall include the following: name and signature of the qualified elector and name of person voting proxy. The signature of the member shall be witnessed by

two individuals other than the qualified elector and the person carrying the proxy.

2. Proxy ballots must be turned in to an officer or designated individual no later than the Election Day. Members carrying proxies receive one (1) additional vote for each proxy. There is no limit to the number of proxies a member may carry. Only the member designated on the proxy may vote the proxy. Any violation of this will invalidate the proxy and the proxy will be treated as a spoiled ballot.

Section 5. To be elected, a simple majority of the votes cast by a quorum of the members present on election day (over 50 percent) is required. If no candidate receives a majority of the votes cast, an immediate run-off will be held between the top two candidates. The vote count shall be announced after each vote for each office.

Section 6. A quorum as defined in the Constitution under Article VII, Section 7, must be present (including proxy ballots) to hold an election.

Section 7. If an officer resigns or is unable to serve the remainder of his or her term of office, the President may appoint a person to fill the vacated position for the remainder of the term of office.

Section 8. All Chapter financial accounts shall be reconciled each year prior to the annual Chapter elections, upon resignation of the Treasurer or Treasurer is unable to fulfill their full term of office.

ARTICLE IV.

ORGANIZATION

Section 1. Unless otherwise amended, the organizational structure of the Huyser Chapter of the Airlift/Tanker Association shall be limited to the following:

1. Officers of the Chapter;
2. Executive Board;
2. Standing Committees; and
3. Special Committees

Section 2. Officers of the Chapter

The Officers of the Chapter are responsible for overall administration to include general planning and coordination of all programs and activities pursuant to the Huyser Chapter statement of purpose, maintenance of records, financial disbursement and accounting, coordination of matters of interest to the association, and implementation of all adopted policies and procedures in accordance with the bylaws.

Section 3. Executive Board

1. The Executive Board is the policy-making body of the Huyser Chapter and is comprised of the members of the Officers of the Chapter and the chairpersons of the respective Committees. The Board shall meet at the discretion of the Chapter President, but no less than one meeting of the Board shall be held each calendar quarter. Individual Board Members may request a meeting of the Board at any time there is, in the opinion of the requestor, sufficient cause and/or business requiring Board action.
2. The Chapter President automatically assumes the position of Chairman of the Executive Board upon installation into office.
3. The Executive Board will arbitrate on all business requiring significant changes to policy or standing procedures. Members desiring changes, additions or deletions to policy and procedures shall present their views and recommendations either before the general membership or directly to the chairpersons of the appropriate committees.
4. A minimum of one member of the Executive Board must be in session for a quorum. A simple majority vote of the Executive Board member present is required to constitute official Board action. In the absence of a quorum, a majority vote of 3 Board members plus 10 other chapter members can constitute official Board action.
5. The Executive Board may vote on Huyser Chapter matters via electronic mail or telephonically. All motions made via electronic mail or telephonically, shall only be presented by the President or any Vice President. Any Board member may make the motion to table the motion, and if the motion carries by a simple majority (50% + 1), the motion made shall be tabled. This does not apply to Huyser Chapter Officer Elections.
6. The Secretary shall keep minutes of all Executive Board meetings, including copies of all e-mails.

ARTICLE V.

MANAGEMENT

Section 1. General

The business, property, and funds of the Huyser Chapter shall be managed and controlled by the Executive Board. Expenditures of the Huyser Chapter funds that are under five hundred

dollars (\$500.00) shall be approved by a simple majority vote of the Executive Board, either by electronic mail or at a scheduled Executive Board meeting. Expenditures of the Huyser Chapter funds that exceed five hundred dollars (\$500.00) shall be approved by a simple majority vote of the members present and voting at a regularly scheduled General Membership meeting. Approved expenditures shall be disbursed as provided in the Constitution, Article V, Section 5.

Section 2. Liability

Each member must be aware that financial liability incurred by the Huyser Chapter may ultimately result in individual personal financial responsibility if the organization fails to discharge its financial obligation. This is true even if the Huyser Chapter is redesignated or dissolved.

Section 3. Insurance

Insurance coverage has been considered, but is deemed not necessary at this time. However, the need for insurance coverage will be reevaluated periodically (a minimum of annually, during the annual election) and will be procured should the Huyser Chapter sponsor, schedule, or participate in an activity for which insurance is deemed necessary.

ARTICLE VI.

MEETINGS

Section 1. Huyser Chapter meetings will be ruled and governed according to the Roberts Rules of Order.

Section 2. The Chapter plans to quarterly meetings, sponsor guest speakers, become involved in community activities, and participate in the Airlift/Tanker Association's national convention. The quarterly meetings and guest speakers will be directed toward the continuous improvement of the air mobility forces of the United States and its allies. Attendees should include the Officers of the Chapter, Executive Board, standing and special committee members, and other interested general members.

Section 3. The Huyser Chapter should hold one to two general membership meetings per year with primary goals of fellowship and recruiting.

Section 4. The first meeting after April 1 will be a general membership meeting at which the election of officers will take place.

Section 5. The Executive Board shall meet at the discretion of the Huyser Chapter President, but no less than one meeting of the Executive Board shall be held each calendar quarter. Individual Executive Board members may request a meeting of the Board at any time when there is, in the opinion of the requestor, sufficient cause and/or business requiring

Executive Board action. Huyser Chapter business meetings may qualify as an Executive Board meeting.

Section 6. The President or one of the Vice Presidents acting on behalf of the President may call special meetings.

Section 7. To be elected, a simple majority of the votes cast by a quorum of the members present (over 50 percent) is required. If no candidate receives a majority of the votes cast, an immediate run-off will be held between the top two candidates. The vote count shall be announced after each vote for each office. A quorum as defined in the Constitution under Article VII, Section 7, must be present (including proxy ballots) to hold an election.

ARTICLE VII.

FINANCES AND TAXES

Section 1. Annual Audit

1. An Annual Audit will be performed by a certified public accountant (CPA) if annual gross revenues (sales, income, dues, service charges, donations, etc.) exceed \$250,000 and will be at the organization's expense. If annual gross revenues exceed \$100,000 but are less than \$250,000, an accountant must perform an annual audit. The organization will pay the expenses for this audit.

2. All Huyser Chapter financial accounts shall be reconciled each year prior to the annual Chapter elections, upon resignation of the Treasurer or Treasurer is unable to fulfill their full term of office.

Section 2. Fraud or other improprieties

Whenever there are indications of fraud or other improprieties, the Air Force Audit Agency may be requested to do an audit at the organization's expense; such an audit is made to protect the interest of the Air Force. A copy of any audit will be forwarded to the Installation Commander for review and filing in the official club folder. As a rule the Huyser Chapter will not seek to accrue monthly balances in excess of \$1,000 over any 3-month period.

ARTICLE VIII.

AWARDS & GIFTS

Awards and gifts will be made at the discretion of the Executive Board.

ARTICLE IX.

AMENDMENTS TO THE BY-LAWS

Section 1. The By-laws become effective upon adoption by an affirmative vote of a majority of the membership present.

Section 2. The By-laws may be amended, in whole or in part, by an affirmative vote of a simple majority (over 50%) from a quorum of the membership. Notice of intent to amend the Bylaws must be given to each member prior to the vote on amendment. A vote of the membership can waive.

Section 3. Proposed changes to the By-laws must be available to members' sixty (60) days prior or the general membership meeting. Two-thirds (2/3) of the eligible voting membership must approve any changes to the By-Laws.

Section 4. Proposed changes by members to the By-Laws must be submitted in writing to the Officers of the Chapter and signed by not less than five percent (5%) of the total number of Huyser Chapter members ninety (90) days prior to the convening of a general membership meeting. The By-laws Committee Chairman, any Standing Committee Chairman or Special Committee Chairman, may submit By-law amendments in writing to the Chapter Officers without membership signatures. The Chapter Officers will decide when the proposed amendments will be presented to the Chapter membership for approval.

Section 5. The Executive Board may make interim changes on an expedient basis at any time by recorded vote. Interim changes remain in effect until first opportunity to present formal changes to the By-Laws to the general membership as prescribed in this section, not to exceed one year.

Section 6. The By-laws will be automatically amended to conform to directives from higher headquarters and / or the Airlift/Tanker Association.

ARTICLE X.

DISSOLUTION

Section 1. Dissolution of the Chapter may be recommended to the National Airlift/Tanker Association by a simple majority vote of the members present and voting at a regularly scheduled meeting, or at a meeting requested by a Board member. Upon dissolution, all outstanding obligations will be liquidated; if there are net assets remaining, said assets will be used for a social function for the existing membership and/or donated to charity.