

CONSTITUTION
for
GENERAL ROBERT E. HUYSER CHAPTER
of the
AIRLIFT/TANKER ASSOCIATION

ARTICLE I
NAME AND AUTHORITY

Section 1. 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, and is established pursuant to the provisions of AFI 34-223, and in accordance with all applicable civil and military laws and regulations. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

Section 2. This organization operates on Scott Air Force Base only with the written consent of the Installation Commander, 375th Airlift Wing.

ARTICLE II
PURPOSE

The purpose of this organization shall be to promote, on a local level, the objectives of the A/TA, Inc., as stated in the national Articles of Incorporation. It shall be a specific purpose of said Huyser Chapter to provide a forum for camaraderie, fellowship, and discussion among those who are interested in the promotion of air mobility. Drawing on an integrated membership, the Huyser Chapter shall balance professional goals with fellowship. It shall also be a specific objective to maintain executive oversight of Heritage Park, assist the National Office with the National Awards Program, publish monthly newsletters, and promote the publication of pertinent articles in periodicals. This organization will conduct itself in a manner that is free of racial discrimination. The organization will provide equal opportunity and treatment for all members and prospective members regardless of their race, color, religion, sex, handicap, age, or national origin.

ARTICLE III
MEMBERSHIP

Section 1. Membership in the organization will be voluntary and open to all active duty, retired, guard & reserves, and civilian personnel, living or stationed within the State of Illinois and the Saint Louis, Missouri area.

Section 2. Active members: Members in good standing with the A/TA, Inc. National Office.

Section 3. Any person wishing to join this organization will make an application via the A/TA website at <http://www.atalink.org>

Section 4. Membership in this organization will be terminated:

a. Upon request via the A/TA national office.

b. If the member fails to meet membership financial responsibilities with the A/TA national office.

ARTICLE IV DUES AND FINANCES

Section 1. Dues will be paid by active members through the National Office of the A/TA, Inc.

Section 2. Income will be obtained from fundraising events and other activities as approved by the general membership and the Installation Commander, 375th Airlift Wing.

Section 3. Money collected will be used for operation of this organization to purchase awards, make donations, maintain internet website, and provide annual scholarships.

Section 4. Income will not accrue to individual members except through wages and salaries for private organization employees or as payment of services rendered.

Section 5. The books of the treasurer will be reviewed at least 2 weeks prior to termination of office. The results of this review will reflect the new treasurer's acceptance of said books. A copy of the new treasurer's acceptance will be forwarded to 375 SVS/SVF within 30 days of transfer of office. Year-end financial statements covering the fiscal year October through September of the previous year will be forwarded to 375 SVS/SVF within 30 days after the end of the fiscal year. Cost of all financial reviews/audits is the responsibility of this organization.

Section 6. The organization will safeguard its financial resources with checking, savings or petty cash accounts. Access to the accounts requires the agreement of at least two of the elected officers. The Treasurer will maintain the accounts and provide semiannual financial reports in accordance with AFI 34-223. For all financial obligations involving the chapter's checking account, there are to be two signatories: The treasurer and the President. In the President's absence, a Vice President shall sign checks.

Section 7. The treasurer will provide a financial report upon the request of two-thirds (2/3) of the membership, the installation commander, or as directed.

ARTICLE V OFFICERS AND ADMINISTRATION

Section 1. The administration of this organization shall be conducted by an executive board, constituted as follows: President, Vice-President for Chapter Matters, Vice-President for Enlisted Matters, Vice-President for Civilian Matters, Secretary, and Treasurer. These officers shall perform the duties herein specifically provided for and also those specified by the by-laws and other such duties as are usually incident to their office.

Section 2. Each term of office shall be for 12 months.

- a. The term of office will begin 1 Jun.
- b. Officers' terms may be terminated prior to 31 May for the following reasons:
 - (1) Permanent change of station.
 - (2) Deployment in excess of six months.

Section 3. Elections.

a. All members of the executive board shall be elected at the second meeting in May from a slate submitted by a nominating committee. Nominations may be made from the floor or via email. Elections require a majority vote of the votes cast; and in case a majority is not received by a candidate, then a run-off vote shall be held for the top two candidates. Votes will be cast by secret ballot. Proxy votes will be permitted.

b. Members eligible for holding office must have at least 12 months remaining on station at the beginning of their term and must have been an active dues paying member.

c. A majority vote of the members present shall be needed before any proposed action becomes valid. A majority shall be half of the members present. The president shall vote only in the case of a tie.

Section 4. Vacancies occurring in the office of the president shall be filled by special election. Other offices will be filled from the executive board by appointment by the president for the remainder of the term. Should two or more board members vacate from the board, a special election will be held to fill the vacancies.

Section 5. Duties and powers of the Executive Board.

a. The executive board shall meet when deemed necessary by the organization or the president. The presence of three-fourths of the board members is required to constitute a quorum. The action of the executive board requires a majority vote before it is valid. Proxy votes will be permitted.

b. The executive board has the authority to authorize expenditures of amounts not greater than \$500.00 dollars. Other expenditures require a majority vote of the members at any meeting.

c. The executive board will recommend policies, supervise programs, approve entertainment, enforce the constitution, and resolve grievances/complaints, suggestions submitted by members.

d. 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:

1. Preside over chapter board meetings and general membership meetings.
2. Appoint officers when vacancy occurs out of cycle and committee chairmen.
3. Represent the chapter on behalf of the members.
4. Lead chapter-planning activities.
5. Serve as liaison between the Chapter and the A/TA National governing body.
6. Communicate regularly with national Board of Officers.
7. Make a report of the Chapter activities at the general membership meeting when elections are conducted.
8. Call special membership meetings, supervise elections, appoint committees as deemed necessary, prescribe their function, and appoint the committee chairperson.

e. Vice President for Chapter Matters:

1. Exercise the powers of the President during that officer's absence or inability to act.
2. Act as President on matters directly related to grievances filed against the President.
3. Manage the affairs of the Standing Committees.
4. Manage the affairs of the Special Committees.
5. Responsible for planning quarterly meetings.
6. Preside over the programs committee.
7. Oversee recruitment and solicitation of new members.
8. Preside over the membership committee.
9. Perform other duties as assigned by the President.

f. Vice President For Enlisted Matters:

1. Act as primary focal point for enlisted matters.
2. The Vice President for Enlisted Matters shall assist the President as directed.
3. Perform other duties as assigned by the President.

g. Vice President For Civilian Matters:

1. At as primary focal point for retired, dependent, contractor, and industry matters.
2. The Vice President for Civilian Matters shall assist the President as directed.
3. Perform other duties as assigned by the President.

h. 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 for:

1. Maintain appropriate Chapter records and reports.
2. Collection of fees and dues.
3. Maintain current membership roster, forward changes to national Secretary.
4. Keeping all financial records, receipts, invoices, and vouchers.
5. Keep the official record of, and amendments to, the Constitution and By-laws.
6. Notify officers and committee chairpersons of their election or appointment.
7. Furnish committees with papers referred to them and representatives with credentials.
8. Responsible for receiving and sending chapter correspondence and reports.
9. Attest to the signature of the President.
10. Provide semiannual reports to 375 SVS/SVFP in accordance with AFI 34-223.
11. Perform other duties as assigned by the President.

i. Treasurer:

The Treasurer shall administer all association 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:

1. Maintaining and accounting of all cash disbursements for and from the Chapter.
2. Collection of fees and dues.
3. Maintenance of bank and investment accounts.
4. Keeping all financial records, receipts, invoices, and vouchers.
5. Prepare Annual Budget for approval by the Board of Directors.
6. Chair the Finance Committee.
7. Provide semiannual reports to 375 SVS/SVF in accordance with AFI 34-223.
8. Perform other duties as assigned by the President.

Section 6. Robert's Rules of Order, Revised Edition, will govern in all cases where the parliamentary issue is not addressed in the Constitution and By-laws. The organization's secretary will maintain a copy.

ARTICLE VI INSURANCE

The organization will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits that might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of the organization. Such coverage, when required, must expressly provide that neither the US Government nor any Nonappropriated Fund Instrumentality will be liable for any claims or judgments against the organization or its members. A copy of the insurance policy and all

renewal policies will be forwarded to 375 SVS/SVF. If insurance is not deemed necessary, submit a Request for Waiver of Insurance requirement to 375 SVS/SVF for approval by the Installation Commander, 375th Airlift Wing.

ARTICLE VII 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. Simple majority (over 50%) of the membership and one (1) elected officer must be present to constitute a quorum.

Section 8. Proxies may be presented from deployed or TDY members. A proxy form shall be used in order to vote by proxy. Verbal proxies are not permitted. The By-laws shall prescribe the proxy process for elections.

Section 9. The President may call a special meeting when it is deemed necessary.

Section 10. Public notices of membership meetings must be given. Public notice will be given by posting in the Plan of the Day, the Command Post base newspaper, and/or the Daily Bulletin at least 2 weeks in advance.

Section 11. A majority vote of the members present is required for passing a resolution, except as otherwise provided.

ARTICLE VIII DISSOLUTION

Section 1. In case of dissolution of the organization, any funds in the treasury after satisfaction of any outstanding debts, liabilities or obligations will be donated to the base youth activities program, local charities, or as determine by the membership. Disposal of other assets shall be determined by the membership. However, if upon dissolution, liabilities exceed assets, then the excess of liabilities over the assets shall be paid by the membership on a pro rata basis. For the purpose of this article, a member is defined as on whose name is carried on the roll of the active and associate members as of the date of notification. The membership is liable under the laws of Illinois for organizational debts in the event the organization's assets are insufficient to discharge liabilities. Distribution of residual funds and other assets must not accrue to the benefit of any individual members or the membership as a whole.

Section 2. In the event that a Nonappropriated find instrumentality fills the need for which this private organization is established, this organization will be dissolved. Under those circumstances, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a nonappropriated fund instrumentality.

Section 3. Upon determination to dissolve, written notice will be given to 375 SVS/SVF immediately.

Section 4. The Installation Commander, 375th Airlift Wing, has the authority to dissolve this organization in the event that there are no members present of in the best interest of the United States Air Force.

ARTICLE IX BY-LAWS

By-laws shall be established or changed by the membership of the organization. Organization by-laws may be initiated, changed or eliminated by two-thirds vote of the voting members at any meeting with 2 weeks notice.

ARTICLE X AMENDMENTS

Section 1. The Constitution and By-laws may be amended at any scheduled meeting of the organization by two-thirds vote of the membership present and eligible to vote, provided that a written, printed, or public notice of the proposed amendment has been given to the membership at least 2 weeks prior to the date of the meeting. Amendments to the constitution and by-laws can be proposed by the executive board or by written petition of two-thirds of the membership at any meeting.

Section 2. Conflicts of any provision on the constitution or by-laws with existing military directives will be changed administratively subject to the final review of the Installation Commander, 375th Airlift Wing.

**ARTICLE XI
ADOPTION**

Section 1. The Constitution and By-laws become effective upon adoption by an affirmative majority vote of the general membership present, and is submitted for approval by the Installation Commander, 375th Airlift Wing.

Section 2. The Constitution and By-Laws may be adopted, in whole or in part, by an affirmative vote of a simple majority (over 50%) from a quorum of the membership present.

The By-laws Final Draft were approved by the membership on 25 Jan 01.

The Constitution and By-laws were amended by the membership on 13 Jun 03.

The Constitution and By-laws were amended by the membership on 13 May 04.

The Constitution and By-laws were amended by the membership on 10 Jul 06.

The Constitution and By-laws were amended by the membership on _____.

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