



BYLAWS

ARTICLE I

NAME

The name of this Association shall be _____
State Air & Space Forces Association. (State)

ARTICLE II

OBJECTIVES

The Association provides an organization through which we, as free people, may unite to address the defense responsibilities of our nation imposed by the many advances in aerospace technology that have been, and will continue to be made; to educate the members and the public at large as to what that technology can contribute to the security of free people and the betterment of mankind; and to advocate and support military preparedness of the United States and its allies adequate to maintain the security of the United States and the free world.

*The purpose and objectives of the _____ State Air &
(State)
Space Forces Association are to carry out the goals and objectives of the Air & Space Forces Association through its duly constituted chapters and members at-large located throughout the State of _____; to supervise and coordinate the activity of the
(State)
chapters; and to act as an administrative liaison between the Air & Space Forces Association, and the chapters in the State of _____.
(State)*

ARTICLE III

LIMITS

The [Chapter, State or Region as appropriate] shall be civilian and shall not be used for the dissemination of partisan principles nor for the promotion of the candidacy of any person seeking office or preferment nor for any other personal or commercial gain.

The [Chapter, State or Region as appropriate] shall operate exclusively for the purposes specified in AFA's Bylaws and shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon dissolution of the [Chapter, State or Region as appropriate], assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV

MEMBERSHIP

Members of this Association shall be those Air & Space Forces Association members whose chosen chapter affiliation or official mailing address is located in _____ and who have so registered with Association headquarters.
(State)

ARTICLE V

ORGANIZATION

The _____ State Air & Space Forces Association shall be organized in (State) Chapters chartered by the Air & Space Forces Association. No person may be a member of more than one Chapter.

ARTICLE VI

FINANCE

Section 1. Dues. Annual dues are paid to the Air & Space Forces Association as required by the Association. No other dues are required.

Section 2. Fiscal and Operating Years. The Fiscal Year of the Chapter shall be 1 January to 31 December. The Operating Year for tenure of officers, etc., shall be October 1 to September 30.

ARTICLE VII

OFFICERS

Section 1. Elected Officers. The officers of the _____ State Air & _____
(State)

Space Forces Association shall be a *President, Vice President, a Secretary, and a Treasurer*. [Add other officers as determined by the State. It is permissible, but not recommended, to combine the offices of Secretary and Treasurer into a single office named Secretary-Treasurer.] The officers shall be elected by the delegates at the State Convention held annually and shall assume office _____.

(Define date offices to be assumed.)

No person may be elected to the office of President for more than _____
(number, suggest two)

consecutive terms without approval of the President of the Region. No person may be elected to the office of Executive Vice President, Secretary or Treasurer for more than _____ consecutive years.

(number, suggest three or five)

Section 2. Appointed Officers. The State President may appoint additional officers with the approval of the Executive Committee to serve concurrently with the President. Appointed officers may be removed from office by the President or by a majority vote of the Executive Committee.

Section 3. Vacancies. In case of a vacancy in any elective office, it shall be filled by appointment of the President for the remainder of the unexpired term and thereafter until a successor is elected, except that in the case of a vacancy occurring in the office of President, the duties of that office shall be assumed by the Executive Vice President until such time as a President shall be elected by the Executive Committee.

ARTICLE VIII

DUTIES OF OFFICERS

Section 1. President. The President shall: exercise the powers and perform the duties assigned by the Bylaws; supervise the management of the state organization; enforce the provisions of the Bylaws; appoint all standing and special committees or councils; and perform such other duties as are usually incident to the office. The President shall preside at convention and shall be chairman of the Executive Committee.

Section 2. The Executive Vice President. The Executive Vice President shall perform such duties as may be assigned by the President or by the Executive Committee and shall discharge the duties of the President whenever the disability or absence of the President as determined by the Executive Committee makes such service advisable.

[list title of all elected Vice Presidents in order and specify duties as needed]

Section 3. Secretary. The Secretary shall: keep a record of the proceedings of all meetings and of all other matters of which a record shall be ordered by the Executive Committee; notify the officers and all members of committees of their election or appointment; issue notices of special meetings; and perform such other duties as may be assigned by the Executive Committee or that are usually incident to the office.

Section 4. Treasurer. The Treasurer shall: collect and disburse all funds and be the custodian of such funds; make annual financial report and at such other times as requested by the Executive Committee or by the President; make financial records available for inspection by any member of the Executive Committee when requested; and perform such other duties as may be assigned by the Executive Committee or are usually incident to the office.

ARTICLE IX

STATE CONVENTION

Section 1. State Convention. An annual convention shall be held _____ at the time and place set by the Executive Committee. (may specify month, fall, spring, etc.)

Section 2. Notification. All Chapters in the State, the President of the Region, and the President of the Air Force Association shall be notified in writing of the date and location of the annual State Convention at least sixty (60) days in advance of the meeting.

Section 3. Delegates. Each Chapter shall be entitled to one (1) delegate, and (1) additional delegate for each _____ (number, such as ten, twenty, fifty) of its voting members or major fraction thereof, provided, that no single Chapter shall be entitled to more than one-fourth of the total accredited votes at the convention. (In a state having less than four accredited Chapters, no Chapter shall have more than one-half of the total accredited votes.) All delegates shall be affiliated members of a Chapter in _____. The Executive Committee shall determine procedures for certifying (State) delegates from the Chapters.

Section 4. Voting. Only delegates who have registered for the convention shall exercise the right of voting. Each delegate shall be entitled to one (1) vote. If a Chapter has more votes than it has delegates present and registered, the number of votes cast shall not exceed the number of delegates from that chapter. [In large state organizations, the previous sentence could read: If a Chapter has more votes than it has delegates present and registered, the delegation will decide by majority vote how the remainder of the Chapter votes will be cast.] The Chapter President shall be the chairman of the delegation or may designate another member of the Chapter to act as chairman if the President is unable to attend.

Section 5. Quorum. _____ (number as one half, one third, a majority)

of the Chapters of the State Association registered and present shall constitute a quorum.

Section 6. Convention Rules. The Executive Committee shall establish rules and procedures for the convention which shall be approved by the convention body at the opening of the first business session.

ARTICLE X

EXECUTIVE COMMITTEE

Section 1. Membership. Between State Conventions, the administrative power of the Association shall be vested in an Executive Committee which shall consist of the elected officers, the chapter presidents who shall serve upon assuming their office and until their successor is elected by the chapter, the appointed subordinate officers, and the chairmen of standing and special committees. The term of appointed officers or chairmen shall be concurrent with the appointing President.

Section 2. Administrative Authority Between Executive Committee Meetings. The elected officers and chapter presidents shall have administrative authority between quarterly meetings of the Executive Committee for matters not otherwise assigned by the Bylaws. This body may meet in person or may vote by mail or electronic communications. Decisions shall be by majority vote and a report of action taken shall be made to the Executive Committee. [Write this section as appropriate for each state depending on what is efficient for the state, and fair to member Chapters.]

Section 3. Powers and Duties. The Executive Committee shall exercise the powers and perform the duties assigned by the Bylaws; be responsible for the general management of the state organization; approve appointments of standing committees and special committees and councils; and provide for the appointment of subordinate officers as may be needed for proper administration of the affairs of the state.

Section 4. Meetings. The Executive Committee shall meet at least quarterly. Special meetings may be called by the President and shall be called upon the written request of twenty-five (25) percent of its members.

Section 5. Quorum. A quorum of the Executive Committee shall consist of _____ of its members.

(number or percentage such as one-third (1/3))

ARTICLE XI

COMMITTEES

Section 1. Standing Committees. Standing Committees shall be (list in order of priority such as membership, finance, program, convention committee, community partners, etc. as needed by the size of the state organization). The President, annually, shall appoint the members of each Standing Committee, designate the chairmen, and fill vacancies.

[States may wish to provide a statement which authorizes establishing committees comparable to committees of the Air Force Association rather than enumerate.]

Section 2. Special Committees. Special Committees may be created by the President, the Executive Committee, or the convention body. The President shall appoint the members of such committees, designate the chairman, and fill vacancies. (When any special committee so created makes its final report, the committee ceases to exist.

Section 3. Meetings. Standing and Special Committees shall meet after due notice to its members is given by its chairman, by the President, by the Executive Committee, or upon the written request of a majority of its members.

ARTICLE XII

NOMINATING COMMITTEE

Section 1. Membership. The Nominating Committee shall consist of _____ members elected by _____
(number, suggest 3 or 5) (the executive committee OR the _____
convention body in odd years if terms are two years).

The first person nominated for this committee who receives a majority vote shall serve as chairman. [Or the committee can select its chair, or the President shall designate the chairman. Select the suitable option.]

Section 2. Quorum. A majority of its members shall constitute a quorum of the Nominating Committee.

Section 3. Nominations. The Committee shall meet at the call of the chairman not less than _____
(Number, suggest 45 minimum)
days prior to the election. Nominees shall be selected by majority vote of the committee and may be selected by conference call or other communications. The Chairman of the Nominating Committee shall inform the Chapter Presidents of the nominees not less than _____ days prior to the election of officers.
(Number, suggest 30 minimum)

[Large state organizations may prefer to eliminate electronic communications in the deliberations of the nominating committee. A state may specify the rules for meetings.]

Section 4. Nominations from the Floor. Nominations may be made from the floor at the state convention provided that such nomination(s) shall be accompanied by the written consent of the nominee to serve.

ARTICLE XIII

NATIONAL CONVENTION

Section 1. State Delegates. The President shall be the Chairman of the Delegation to the National Convention. In the event that the President is unable to attend, the chairman shall be the Executive Vice President and if neither officer is able to attend, the President shall designate the delegation chairman from among other voting members of the _____ Association.
(State)

Section 2. Delegate Selection. The state convention may determine the manner in which the other delegates to the national convention are selected or the President may select the delegates to represent the state and then manage the delegation in compliance with the National Bylaws.

ARTICLE XIV

DISCIPLINE

Section. 1. A State Organization which violates the Bylaws of the Air Force Association, reflects discredit upon the Association, or has been inactive may have its charter suspended or revoked. Disciplinary action may be taken against any state organization elected or appointed officer according to the procedures established in the Governance Manual of the Air & Space Forces Association.

Section 2. This State Organization shall not enter into any agreements, leases or other commitments, or involvements of any kind or nature whatsoever, the direct or indirect effect of which shall be legally to obligate or constrain the Air & Space Forces Association, without the prior written approval of the National President/CEO of the Air & Space Forces Association; nor shall they engage in any activity contrary to or inconsistent with, the objectives or policies of the Air & Space Forces Association.

ARTICLE XV

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the State Organization in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the State Organization may adopt.

ARTICLE XVI

AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the delegates at the State Convention, or by a three-fourths (3/4) vote of the total Executive Committee; provided, however, that any amendment adopted by the Executive Committee shall be subject to amendment or ratification by the majority vote of the delegates at the following State Convention

Adopted _____
(original date)

ENDORSEMENTS

State President

Date

Region President

Date

AFA Vice Chair of the Board – Field Operations

Date