

CONSTITUTION AND BY-LAWS
Constitution
National Capital Region Chiefs' Group

Article 1
Name and Purpose

Section 1. The name of this organization is the National Capital Region Chiefs' Group, hereafter referred to as the NCR Chiefs' Group. The purpose of the NCR Chiefs' Group is to function as a non-profit organization that will seek to improve morale and promote the general welfare of all enlisted personnel assigned to or visiting Bolling AFB, the Pentagon, and/or other military installations/agencies within the National Capital Region. The NCR Chiefs' Group will strive to establish and maintain a spirit of comradeship and esprit de corps and to encourage an attitude of unified purpose according to the standards, traditions, and customs of the United States Air Force. Each member will be responsible for actively participating in and supporting the efforts of the NCR Chiefs' Group in setting an example of accepted leadership practices and in promoting the recognition of enlisted personnel.

Section 2. Objectives:

- (a) Actively support authorized enlisted professional, military, and social organizations and events.
- (b) Enhance the welfare and promote recognition of all enlisted personnel.
- (c) Promote and support NCO Professional Military Education programs.
- (d) Establish an effective means of communication with all members to exchange ideas and keep abreast of changing attitudes and advances in management principles, and enhance the status of enlisted members of the United States Air Force.
- (e) Introduce newly selected and/or assigned Chief Master Sergeants to the NCR Chiefs' Group and familiarize them with the objectives and goals of the organization.

Article 2
General Provisions

Section 1. Authority for this organization to operate comes from the provisions of AFI 34-223, Private Organization (PO) Program, and applicable 11th Wing Supplements. The NCR Chiefs' Group operates on Bolling AFB only with the approval of the installation commander or his/her designee. Operation is contingent on compliance with the requirements and conditions of all applicable DoD or AF instructions. The 11th Wing Commander may at any time withdraw this permission.

Section 2. The organization is classified as a Type 3 private organization and will be a self-sustaining, non-profit organization. It is not an instrumentality of the United States Government.

Section 3. The members shall be jointly and individually liable under the laws of the District of Columbia for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

Section 4. The NCR Chiefs' Group will review this Constitution annually and ensure it is consistent with current Air Force policies. A copy of this review and a list of responsible officers, telephone numbers, and addresses will be submitted to 11 SVS/SVFR.

Article 3 **Membership**

Section 1. Membership shall be classified as Active and Honorary.

Section 2. Active membership is open to all active duty and retired regular, reserve, or Air National Guard Chief Master Sergeants, and Chief Master Sergeant-selects assigned to the National Capital Region. Membership and related actions based upon race, color, age, creed, religion, gender, ethnic group, disability, or national origin is expressly prohibited.

Section 3. Only Active members in good standing (dues-paying) are entitled to vote and to hold office.

Section 4. Honorary membership may be extended to persons not eligible for Active membership when determined by the NCR Chiefs' Group to be in the best interest of the objectives stated herein. Persons eligible for membership (per Section 2 of this article) and those of a rank/grade lower than E-9 shall not be considered for honorary membership.

(a) Any Active member in good standing can nominate an individual for honorary membership.

(b) Nominations shall be submitted, in writing, to the executive committee for review. The nomination will include, as a minimum, the full name, rank, office symbol (if applicable), a brief background on the individual, and the reason for nomination. The Executive Committee shall present their recommendation at the next combined general membership meeting, hereafter referred to as the NCR Chiefs' Group general membership meeting.

(c) Nominations shall be voted on by the general membership. Approval by a simple majority is necessary to approve such nomination. There shall be no membership

fees for honorary membership. Honorary membership may be terminated by following the same procedures as for nomination.

Section 5. All membership is voluntary. Any person eligible for membership under the provisions of Section 2 of this article may join the NCR Chiefs' Group providing he/she is willing to take an active part in carrying out the purpose of the organization.

Section 6. A member may terminate membership by submitting an oral or written resignation to the Treasurer.

Article 4 ***Officers and Governing Body***

Section 1. The NCR Chiefs' Group shall consist of two (2) Chapters: the Bolling AFB Chapter, and the Pentagon Chapter.

(a) Members assigned to the Pentagon are members of the Pentagon Chapter.

(b) Members assigned to Bolling AFB are members of the Bolling Chapter.

(c) Members assigned to other locations within the NCR may choose which Chapter to participate.

Section 2. The NCR Chiefs' Group Executive Committee shall consist of the following officers:

(a) A President and a Treasurer, who shall be elected by simple majority of the votes cast at the October NCR Chiefs' Group general membership meeting.

(b) Each Chapter shall have a Vice-President and a Secretary, who shall be elected by simple majority of the votes cast at the October NCR Chiefs' Group general membership meeting.

Section 3. The members shall be notified at least 30 days in advance of any election.

Section 4. The term of office will be the calendar year (January through December). The President will preside over all NCR Chiefs' Group general membership meetings, Bolling and Pentagon Chapter meetings, and Executive Committee meetings.

Section 5. Succession of Officers: If the office of the President becomes vacant a special election of the general membership shall be held between the two Vice Presidents to choose a new President.

(a) A new second Vice-President shall be nominated by the President to fill the office vacated by the newly elected President and approved by the general membership by simple majority vote.

(b) If the office of the Vice-President(s) becomes vacant for any other reason the President shall nominate a new Vice-President and approved by the general membership by simple majority vote.

(c) Should one of the other offices becomes vacant the President may appoint a new officer to complete the term.

(d) At the discretion of the President, electronic voting may be authorized.

Article 5 ***Method of Financing***

Section 1. Members of the NCR Chiefs' Group are responsible for the activities of the NCR Chiefs' Group and its funds, notwithstanding the operation of the NCR Chiefs' Group through its officers and committees. If the NCR Chiefs' Group fails to discharge its obligations, the individual Chiefs may be ultimately held personally responsible, even though the organization may have been re-designated or dissolved as outlined in current Air Force instructions.

Section 2. Membership dues will be assessed as provided for in the By-Laws.

Section 3. All expenditures of monies will be approved by simple majority vote, except as indicated by the By-Laws.

Section 4. Members of the NCR Chiefs' Group do not have proprietary rights to the assets and income will not accrue to individuals.

Section 5. All funds will be deposited in a non-interest bearing account either at Bank of America, Bolling AFB, D.C. or Pentagon Federal Credit Union.

Section 6. Expenditures/Deposits. All expenditures will be made by check and deposits made by check or cash. The Treasurer will sign for both expenditures and deposits. The unobligated assets will not exceed \$10,000 except for special one-time projects approved by the specific subcommittee.

Section 7. Reports.

(a) The Treasurer shall submit monthly financial reports to the Executive Committee and general membership. These financial reports will be recorded in the official minutes of the chapter and general meetings.

(b) The Treasurer shall submit complete reports annually to 11 SVS/SVFR by 30 September.

Article 6
Activities

Section 1. The subcommittees will sponsor fundraising events, birthday and promotion celebrations, hails and farewells, periodic organizational morale activities, holiday parties, etc. NOTE: Each subcommittee will not engage on-base resale activities (including bake sales, car washes, etc.), unless written authorization is obtained from 11 SVS/SVFR. This written request can be faxed or e-mailed.

Section 2. The NCR Chiefs' Group will not engage in activities which compete with those of any Services, NAFL, or Army and Air Force Exchange (AAFES) operation, except as provided in AFI 34-223. Also, the NCR Chiefs' Group will not engage in any fundraising activities during the Combined Federal Campaign and the Air Force Assistance Fund Campaign.

Article 7
Meetings and Quorums

Section 1. Meetings:

(a) The general membership shall meet quarterly on the first Tuesday of the months of January/April/July/October, unless otherwise designated. Meeting venues shall alternate between Bolling AFB and the Pentagon respectively, unless otherwise designated.

(b) Bolling and Pentagon Chapters shall meet monthly in the interim months when no quarterly general membership meetings are scheduled.

(c) The Bolling and Pentagon Chapters shall meet the first Tuesday and third Thursday of the month respectively, unless otherwise designated.

(d) Special meetings may be held at the call of the President, or in the President's absence, at the call of the Vice President(s).

Section 2. Quorums: Ten percent of Active members (as defined in Article 3, Section 2) shall constitute a quorum for the transaction of business at both general membership and chapter meetings.

(a) In cases of Chapter meetings, motions requiring a vote shall be presented and voted on by both Chapters. Motions shall be exact in wording and intent, and be recorded in the official Chapter meeting minutes.

(b) In cases of Chapter meetings, votes shall be counted and the combined total from both chapters shall determine if the motion is approved.

Section 3. Minutes shall be published and provided to the members. Minutes shall include when and where the meeting was held, executive staff (President, Vice President, etc.), old business, and financial reports. When applicable, minutes shall include nomination procedures for elections and election results.

Article 8

Adoption and Amendments

Section 1. This Constitution and By-Laws, and any changes or amendments thereto, shall be approved by a simple majority vote of the general membership, and shall become effective upon approval of the 11th Wing Commander, Bolling AFB, D.C.

(a) Any proposed change or amendment shall be presented to the general membership to be voted on after at least 30 days advance notice of the meeting time and location.-

(b) At the discretion of the President, electronic voting may be authorized.

Section 2. This Constitution and By-Laws will be reviewed annually and revised or updated as required. All proposed changes and records of review will be coordinated with 11 SVS/SVFR.

Article 9

Dissolution

Section 1. The President, upon a two-thirds majority vote, may dissolve this organization. If the organization is to be dissolved or ceases to operate, the President shall notify the 11th Wing Commander in writing.

Section 2. Procedures:

(a) In case of dissolution of the organization, current funds will be used to satisfy any outstanding debts, liabilities, or obligations.

(b) The balance of the assets (if any) will be donated to the Enlisted Heritage Foundation.

(c) If the assets have not been disposed of within 90 days of dissolution, they will be turned over to the 11th Wing Commander under the terms of AFI 34-201, Use of Nonappropriated Funds (NAF).

(d) Dissolution shall not be effective until approved by the 11th Wing Commander.

(e) The 11th Wing Commander retains the right to dissolve the NCR Chiefs' Group in accordance with AFI 34-223.

Article 10

Insurance

Liability insurance is determined to be unnecessary. In this case, the Treasurer will submit the waiver request annually to the 11SPTG/CC. If special events should increase liability exposure, insurance protection comparable to the risk involved will be obtained unless the 11th Wing Commander grants a waiver. Any insurance needed will be purchased by the NCR Chiefs' Group.

BY-LAWS

Chapter 1

Duties of Officers

a. President: It shall be the duty of the President to:

(1) Preside at all meetings of the membership including general, chapter, and special meetings and functions;

(2) Ensure that the conduct of the NCR Chiefs' Group activities is in accordance with this Constitution, Air Force Instructions, DoD Directives, and District of Columbia law.

(3) Vote only in the event of a tie vote at general/chapter/special membership meetings;

(4) Conduct elections;

(5) Call special meetings of the membership as needed;

(6) Be responsible for ensuring activities of the organization are properly conducted;

- (7) Be accountable to the membership of the organization;
- (8) Make appointments to the committees enumerated in Chapter 4 of these By-Laws;
- (9) Make appointments to fill vacated offices, other than the offices of President and Vice President(s), at his/her discretion;
- (10) Approve meeting minutes.

b. Vice Presidents. It shall be the duty of the Vice-Presidents to:

- (1) Assume the duties of the President in his/her absence, and perform such other duties as directed by the President
- (2) Serve as advisors to the various committee Chairpersons
- (3) Serve as the primary representative for their respective Chapter.

c. Secretary: It shall be the duty of the Secretary to:

- (1) Observe the proceedings of the NCR Chiefs' Group meetings; record, publish, and maintain an accurate record of all meetings; report to the membership the minutes of each meeting;
- (2) Prepare required correspondence, notify all members of meetings as required, and have custody of all organizational records.
- (3) Route approved meeting minutes of the organization through the appropriate review/approval process;
- (4) Assist the President in notifying members of the time and place of meetings.
- (5) Send all gifts, cards, letters, etc.
- (6) Keep the books, papers, and non-financial records of the NCR Chiefs' Group.
- (7) Ensure the responsibilities of the election process are accomplished in accordance with (IAW) Article 3 of the Constitution.
- (8) Notify 11 SVS/SVFR of any changes in leadership of the organization.
- (9) In the absence of the President and Vice President, the Secretary will call the meeting to order and preside until the election of a Chairman pro tempore.

d. Treasurer: The Treasurer shall be the business manager for the NCR Chiefs' Group. It shall be the duty of the Treasurer to:

- (1) Hold all funds, monies, and properties in the name of the NCR Chiefs' Group; collect, receive, and disburse the same, as directed by the general membership.
- (2) Maintaining detailed records ensuring a checking account is maintained being responsible for deposits and withdrawals, etc.
- (3) Provide a written report on the financial condition of the NCR Chiefs' Group each month for attachment to the minutes of each monthly meeting.
- (4) Ensure that discrepancies noted during an audit are promptly corrected and reported to the Executive Committee and the general membership.
- (5) Ensure all funds and properties are properly transferred to his/her successor.
- (6) Submitting financial reports (annually by 30 Sep) of the NCR Chiefs' Group to 11th SVS/SVFR.
- (7) Annually submit the request for waiver of insurance requirement for the NCR Chiefs' Group to the 11 SPTG/CC.

Chapter 2 ***Elections and Voting***

Section 1. Annual Elections: The election of officers will be held annually at the October general membership meeting. The President, Treasurer, and Bolling and Pentagon Chapter Vice-Presidents and Secretaries are elected officers and shall hold office for one year.

Section 2. Nomination Process: The President, at the July general membership meeting, shall appoint a nominating committee consisting of at least three members. The President shall appoint the chair of the nominating committee.

- (a) The committee shall present at each of the September Chapter meetings the names of members nominated for office for the following year. Names of nominees shall be recorded in the Chapter meeting minutes.
- (b) Other nominations may be accepted from the floor prior to the casting of ballots. Write-in votes may be accepted during balloting.

Section 3. Special Elections: If the office of the President becomes vacant prior to completion of the elected term, the two (2) Vice Presidents shall have an election to chose a successor.

(a) If neither Vice President is able to assume duties of the President for the remainder of the term, a special election of the general membership will be held to elect a new President and Vice Presidents.

(b) If the offices of Vice Presidents, Secretary or Treasurer becomes vacant prior to completion of the elected term, a replacement shall be nominated by the President, and approved by a simple majority vote.

(c) At the option of the President, special elections to fill the unexpired term of an officer may be held during any general membership meeting after the vacancy occurs.

Section 4. The President, at his/her option, may appoint a successor to fill a vacated office, other than the office of President.

Section 5. Officers shall be elected for no more than two consecutive terms. (Does not apply to officers appointed to fill expired terms.)

Chapter 3 ***Dues and Fees***

Dues shall be twenty-five dollars (\$25.00) annually, payable no later than the April general membership meeting. Dues shall be \$12.00 for newly assigned members joining after 1 July for the remainder of the year. (Exception: does not apply to members eligible to join prior to 1 July of that year).

Chapter 4 ***Standing Committees***

The President will appoint Chairmen to the following committees:

a. Standing Committees:

(1) Interment Committee: This committee solicits volunteers to serves as NCR Chiefs' Group representatives at active duty and retired CMSgt interments at Arlington National Cemetery and other regional national cemeteries. This committee provides reporting instructions and maintains a liaison with the Arlington Ladies and cemetery officials.

(2) Ways And Means Committee:

a. Formulate plans and oversees fund raising methods to support the purposes and objectives of the NCR Chiefs' Group. Fund raising activities will be coordinated with 11 SVS/SVFR, 11 WG/JA and an after action report filed with the NCR Chiefs' Group. (**A chairman of the Ways and Means Committee will be appointed by the President).

b. Investigate and report on all requests for charitable donations.

c. Maintain an inventory of chief memorabilia items purchased for sale to members and establish controls to account for all items purchased and sold to earn monies for the NCR Chiefs' Group.

(3) Social Committee: This committee will perform duties as directed by the President.

(4) Membership Committee: This committee shall foster membership in the NCR Chiefs' Group and ensure all eligible candidates for membership are contacted.

(5) Awards Committee: This committee shall ensure that awards and plaques are available for appropriate recognition ceremonies.

(6) Retired Affairs Committee: This committee shall be responsible for ensuring that retired members are kept informed on retired issues and work with the membership committee to ensure eligible retirees are afforded an opportunity for membership.

b. Special Committees: During the course of the year or on an "as needed" basis, formulation of committees will be appointed by the President. These committees will be responsible for accepting and developing proposals for activities or projects in support of the purpose and objectives stated herein. These committees will serve full time at the call of the President. Proposals for presentation, review, discussion, and/or adoption/rejection shall be presented to the chapter/general membership meetings.

Chapter 5 *Finances and Taxes*

Section 1. Finances

a. Members of the NCR Chiefs' Group do not have proprietary rights to the assets and income will not accrue to individuals.

b. All assets and obligations of the NCR Chiefs' Group shall be accounted for in accordance with of AFI 34-223, Private Organization (PO) Program, and applicable 11th Wing Supplements and will be controlled by the Treasurer.

c. The Executive Committee has the authority to make decisions regarding the expenditures of reasonable funds in extending condolences in the event of the death of a member or a member's immediate family. The President, with the approval of the Executive Committee, is authorized to spend up to \$100, between membership meetings, for emergencies. (As referenced by law in Constitution)

d. An annual audit of all funds and assets will be made prior to the October meeting each year, and at the departure of the incumbent Treasurer, if the incumbent departs before serving his/her full term. Auditors will be appointed by the officers and will not be members of the Group. A statement of the results of such audit shall be available for inspection by interested persons. The cost of the audit, if any, will be paid from the treasury. The report will be made at the January meeting and/or at the first meeting following the installation of a new Treasurer to fill the unexpired term of a departing Treasurer.

Section 2. Taxes: The NCR Chiefs' Group is a non-profit organization and will maintain tax exempt status through the Internal Revenue Service.

Chapter 6 *Insurance Coverage*

Unless otherwise required, a request for waiver from insurance shall be submitted annually to the 11th Wing Commander. The organization will obtain such insurance if it engages in activities that directly increase the risk to the public or to its membership. Such insurance provides protection against public liability and property damage claims.

Chapter 7 *Awards/Gifts*

In the event of dissolution, the balance of the assets (if any) will be donated to the Enlisted Heritage Foundation. Neither appropriated fund activities, nor NAFs, may claim the assets, or make or assume any obligations for the NCR Chiefs' Group that may come from a contract between them.

Chapter 8
Adoption

This Constitution and By-Laws were approved by a majority vote of the general membership of this organization on **3 Apr 07**, and submitted for approval by the Installation 11th Wing Commander, Bolling Air Force Base, District of Columbia.

____//S//____ President's Signature
CMSgt Terrell Thomas

____//S//____ Bolling Vice President's Signature
CMSgt Jan Duga

____//S//____ Pentagon Vice President's Signature
CMSgt Darla Ernst

____//S//____ Bolling Secretary's Signature
CMSgt Lucille Snell

____//S//____ Pentagon Secretary's Signature
CMSgt Benjamin Brewer

____//S//____ Treasurer's Signature
CMSgt Ryan Beckmann

APPROVED/DISAPPROVED

//S//
Kurt F. Neubauer, Colonel, USAF
Commander, 11th Wing