



CONSTITUTION AND BY-LAWS
OF
THE WRIGHT-PATTERSON
CHIEFS' GROUP

DATE: 21 APRIL 2011

WRIGHT-PATTERSON CHIEFS' GROUP

P.O. BOX 33571 WRIGHT-PATTERSON AFB, OH 45433-5000

THE WRIGHT-PATTERSON CHIEFS' GROUP WAS FORMED IN 1982 BY A GROUP OF DEDICATED CHIEF MASTER SERGEANTS WHO HAD THE VISION AND SAW THE NEED TO FORM AND MAINTAIN TRADITIONS OF THE CHIEF MASTER SERGEANT RANK. CHIEF MASTER SERGEANTS MUST REMEMBER THE PAST, LIVE IN THE PRESENT AND EMBRACE THE FUTURE AS IT DEVELOPS; ALWAYS ACCEPTING THE CHALLENGES TODAY'S ENVIRONMENT PRESENTS. THOSE WHO HAVE REACHED THIS PINNACLE ARE THE SENIOR LEADERS OF THE ENLISTED CORPS.

WE HAVE, THEREFORE, PREPARED AND INCORPORATED THESE PRINCIPLES INTO THE CONSTITUTION AND BY-LAWS OF THE WRIGHT-PATTERSON CHIEFS' GROUP. THE CONSTITUTION AND BY-LAWS ARE RELATED IN THE FOLLOWING PAGES. PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS AND REMEMBER TO TREAT THIS DOCUMENT AS CONFIDENTIAL FOR MEMBERS OF THIS GROUP ONLY.

REVIEW OF THIS CONSTITUTION AND BY-LAWS WILL OCCUR ANNUALLY.

**ANGELA B. CASSEL, CMSGT, USAF
PRESIDENT, WRIGHT-PATTERSON CHIEFS' GROUP**

**CONSTITUTION AND BY-LAWS
OF
THE WRIGHT-PATTERSON CHIEFS' GROUP
(REVIEWED AND APPROVED)**

ARTICLE I - NAME

THE NAME OF THIS ORGANIZATION SHALL BE THE WRIGHT-PATTERSON CHIEFS' GROUP, HENCEFORTH REFERRED TO IN THIS DOCUMENT AS THE CHIEFS' GROUP. THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS. IT IS A PRIVATE ORGANIZATION ESTABLISHED PURSUANT TO THE PROVISIONS OF AFI 34-223, PRIVATE ORGANIZATION (PO) PROGRAM, AND WRIGHT-PATTERSON AFB SUPPLEMENT THERETO.

ARTICLE II - OBJECTIVE

THE OBJECTIVE OF THIS CHIEFS' GROUP SHALL BE FRATERNAL; TO PROMOTE FELLOWSHIP AND UNITY AMONG ALL PERSONNEL HOLDING THE RANK OF CHIEF MASTER SERGEANT, OR EQUIVALENT GRADE, IN OTHER BRANCHES OF THE MILITARY SERVICE; TO SUPPORT CHARITABLE CAUSES AND EVENTS PROMOTING THE WELFARE AND MORALE OF ENLISTED PERSONNEL; TO PROVIDE FINANCIAL AID, WHEN FULLY JUSTIFIED, TO ENLISTED PERSONNEL OF ALL GRADES; AND TO PROMOTE AND BE INVOLVED IN ALL MATTERS PERTAINING TO ENLISTED PERSONNEL, WHETHER ON OR OFF THE MILITARY INSTALLATION.

ARTICLE III - RECEIPT AND DISBURSEMENT OF FUNDS

SECTION 1 SOURCES OF INCOME: THE CHIEFS' GROUP RECEIVES INCOME FROM DUES, APPROVED FUNDRAISERS AND SPECIAL EVENTS SUCH AS LUNCHEONS, DINNERS AND BANQUETS AS MEANS TO SUSTAIN THE MISSION OF THE ORGANIZATION.

A. FUNDRAISING ACTIVITIES: THE CHIEFS' GROUP CONDUCTS FUNDRAISING ACTIVITIES THROUGHOUT THE YEAR TO SUPPORT VARIOUS CONTRIBUTIONS, AWARDS AND HUMANITARIAN/COMPASSIONATE PROGRAMS. THIS LIST WILL BE ADJUSTED BY THE EXECUTIVE COUNCIL (EC) AS SUPPORTED EVENTS ARE DROPPED OR ADDED.

B. RECEIPT OF FUNDS WILL BE THROUGH THE CHIEFS' GROUP'S CURRENT BANKING ESTABLISHMENT, FOLLOWING PRESCRIBED PROCEDURES. DISBURSEMENTS OF FUNDS WILL BE THROUGH THE SAME INSTITUTION AND THROUGH THE CHIEFS' GROUP TREASURER, WITH THE APPROVAL OF THE PRESIDENT. THE PRESIDENT AND TREASURER WILL USE PRUDENT AND EXACTING ACCOUNTING PROCEDURES FOR GROUP FUNDS.

SECTION 2 DISBURSEMENT AND AUTHORITY: THE FOLLOWING DETAILS SPECIFIC PROCEDURES WITHIN THE GROUP:

A. CHIEFS' GROUP PRESIDENT: THE PRESIDENT MAY APPROVE EXPENDITURE OF FUNDS TO SUPPORT GROUP ACTIVITIES IN INCREMENTS NOT TO EXCEED \$100 IN ANY ONE MONTH. WHEN MEMBERS EXPEND FUNDS IN THE PERFORMANCE OF GROUP ACTIVITIES, THE TREASURER MUST SUBMIT RECEIPTS TO THE PRESIDENT FOR APPROVAL BEFORE PAYMENT. PRESIDENT MUST REPORT ALL EXPENDITURES TO THE EC.

B. CHIEFS' GROUP VICE-PRESIDENT: THE VICE-PRESIDENT IS AUTHORIZED TO ACT FOR THE PRESIDENT WITH THE SAME AUTHORITY WHEN THE PRESIDENT IS NOT AVAILABLE TO ACT.

C. EXECUTIVE COUNCIL: THE EC MAY APPROVE EXPENDITURE OF FUNDS FOR ANY PURPOSE UP TO, BUT NOT TO EXCEED, \$200 WHEREIN APPROVAL OF THE GENERAL MEMBERSHIP (GM) IS REQUIRED. ALL AUTHORIZATIONS OR RECOMMENDATIONS MUST BE RECORDED IN THE MINUTES OF THE GENERAL MEMBERSHIP.

1) AUTHORIZATION TO SIGN CHECKS: THE EC WILL DESIGNATE WHO MAY SIGN CHECKS DISBURSING FUNDS. EACH CHECK MUST BEAR THE SIGNATURE OF AN AUTHORIZED PERSON; THE EC WILL DESIGNATE ALL AUTHORIZED SIGNATURES.

2) SIGNATURE AUTHORIZATIONS FOR EC: NEWLY ELECTED EC MEMBERS WILL ENSURE THEIR AUTHORIZED SIGNATURE IS ON FILE FOR THE CHIEFS GROUP BANK

ACCOUNT PRIOR TO THE MARCH MEETING OF THEIR ELECTED YEAR.

D. CHIEFS' GROUP TREASURER: THE TREASURER WILL SUBMIT A FINANCIAL REPORT AT ALL GM AND EC MEETINGS AND ENSURE ALL INCOME AND EXPENSES ARE RECORDED. THE TREASURER IS RESPONSIBLE FOR THE DISBURSEMENT OF ALL FUNDS ENSURING THAT ALL VALID INDEBTEDNESS IS RESOLVED. NO DISBURSEMENT WILL BE MADE UNLESS THE TREASURER RECEIVES APPROVAL FROM THE PRESIDENT, UNLESS FOR INDEBTEDNESS. RECURRING EXPENSES APPROVED CONCURRENTLY WITH THE ANNUAL CHIEFS' GROUP BUDGETS DO NOT REQUIRE ANY SUBSEQUENT ACTION BY THE EC. THE TREASURER ALSO SERVES AS THE CHAIRMAN OF THE BUDGET AND FINANCE COMMITTEE WHEN REQUIRED.

E. GENERAL MEMBERSHIP: THE GM IS THE ONLY APPROVAL AUTHORITY FOR EXPENDITURES EXCEEDING \$200. ALL AUTHORIZATIONS MUST BE RECORDED IN THE GM MEETING MINUTES.

F. ANNUAL BUDGET: CHIEFS' GROUP FISCAL YEAR EXPENDITURES APPROVED IN THE GROUP'S ANNUAL BUDGET NEED NO FURTHER ACTION/VOTE DURING THAT FISCAL YEAR UNLESS ADDITIONAL FUNDS ARE NEEDED TO SUPPORT THE ACTIVITY/EVENT.

SECTION 3 ACCOUNTING PROCEDURES: THE TREASURER SHALL MAINTAIN APPROPRIATE ACCOUNTING RECORDS OF ALL RECEIPTS, DISBURSEMENTS AND TRANSFERS OF ALL FUNDS BELONGING TO THE CHIEFS' GROUP.

ARTICLE IV – NON-PROFIT GROUP

SECTION 1 THE CHIEFS' GROUP IS ORGANIZED AND OPERATED EXCLUSIVELY FOR PLEASURE, RECREATION AND OTHER NONPROFIT PURPOSES. NO PART OF ITS EARNINGS WILL ACCRUE TO THE FINANCIAL BENEFIT OF ANY MEMBER OR OFFICER OF THE GROUP. THE CHIEFS' GROUP, AS AN ENTITY, WILL NOT ENGAGE IN LOBBYING

OR PARTICIPATE IN ANY POLITICAL CAMPAIGN ON BEHALF OF ANY CANDIDATE FOR PUBLIC OFFICE.

SECTION 2 NOTWITHSTANDING ANY OTHER PROVISION OF THESE ARTICLES, THE CHIEFS' GROUP WILL REFRAIN FROM ACTIVITIES RESTRICTED AS DESCRIBED BY THE APPROPRIATE IRS CODES AS RELATED BELOW:

A. AN ORGANIZATION, EXEMPT FROM FEDERAL INCOME TAX UNDER S501© (3) OF THE INTERNAL REVENUE CODE OF 1954, OR THE CORRESPONDING PROVISION OF ANY FUTURE UNITED STATES INTERNAL REVENUE LAW, OR

B. AN ORGANIZATION, CONTRIBUTIONS TO WHICH ARE DEDUCTIBLE UNDER S170©(2) OF THE INTERNAL REVENUE CODE OF 1954, OR ANY OTHER CORRESPONDING PROVISION OF ANY FUTURE UNITED STATES INTERNAL REVENUE LAW.

SECTION 3 AS A PRIVATE ORGANIZATION ON WRIGHT-PATTERSON AFB, THE CHIEFS' GROUP IS REQUIRED TO PROVIDE THE FOLLOWING ANNUAL INFORMATION TO THE SERVICES DIVISION DIRECTOR IN APRIL OF EVERY YEAR: PRIVATE ORGANIZATION NAME AND DATE APPROVED; LIST OF CURRENT OFFICERS WITH THEIR ADDRESSES AND PHONE NUMBERS; MINUTES FROM A COMMITTEE MEETING; AN ANNUAL FINANCIAL STATEMENT; PROOF OF LIABILITY INSURANCE OR COMMANDER'S INSURANCE WAIVER. ORGANIZATIONS WITH LESS THAN \$1,000 IN FUNDS OVER A THREE-MONTH PERIOD ARE NOT REQUIRED TO BE AN APPROVED PRIVATE ORGANIZATION. UPDATED INFORMATION IS TO BE SENT TO: 88 MSG/SVF, ATTN: CURRENT SERVICES DIVISION DIRECTOR, BLDG 70, 5215 THURLOW STREET, SUITE 2, WRIGHT-PATTERSON AFB, OH 45433-5541

ARTICLE V - DUES

SECTION 1 ANNUAL DUES ARE \$24.00. DEPARTING CHIEFS WILL HAVE DUES PRORATED ACCORDINGLY. UPON ADMISSION TO THE CHIEFS' GROUP, ARRIVING CHIEFS WILL PAY PRORATED DUES THROUGH 1 OCT. ANNUAL DUES FOR ALL MEMBERS WILL BE PAID 1 OCT OF EACH YEAR. DUES WILL BE CONSIDERED DELINQUENT AND MEMBERSHIP SUBJECT TO CANCELLATION 60 DAYS AFTER THE DUE DATE. TO BE CONSIDERED A MEMBER IN GOOD STANDING, DUES MUST BE PAID UP TO DATE.

SECTION 2 MEMBERS MAY BECOME MONETARILY LIABLE FOR THE OBLIGATIONS OR DEBTS OF THE CHIEFS' GROUP IF ASSETS FAIL TO MEET SUCH OBLIGATIONS AND DEBTS, EVEN THOUGH THE CHIEFS' GROUP MAY HAVE BEEN RE-DESIGNATED OR DISSOLVED. MEMBERS ARE RESPONSIBLE FOR THE GROUP'S ACTIVITIES AND ITS FUNDS, NOTWITHSTANDING THE OPERATION OF THE CHIEFS' GROUP THROUGH ITS EC, OFFICERS AND COMMITTEES.

ARTICLE VI - MEMBERSHIP

SECTION 1 MEMBERSHIP MUST BE VOLUNTARY, UNRESTRICTED WITH RESPECT TO AGE, SEX, RACE, RELIGION, COLOR, HANDICAP, OR NATIONAL ORIGIN AND MUST BE AS FOLLOWS:

A. CHIEF MASTER SERGEANTS AND CHIEF MASTER SERGEANT SELECTS OF ACTIVE DUTY UNITS AND AIR RESERVE COMPONENTS (AIR NATIONAL GUARD AND AIR FORCE RESERVE) AND ACTIVE DUTY MEMBERS OF OTHER SERVICES IN EQUIVALENT GRADE OF E-9 , WHETHER ON OR OFF THE INSTALLATION.

B. AIR FORCE MEMBERS RETIRED IN THE RANK OF CHIEF MASTER SERGEANT, AND RETIREES IN THE EQUIVALENT GRADE OF E-9 OR CHIEF MASTER SERGEANT FROM OTHER MILITARY SERVICES.

SECTION 2 MEMBERSHIP MAY BE TERMINATED WHEN REQUESTED BY THE MEMBER OR BY THE EC FOR NONPAYMENT OF DUES. BEFORE THE EC TERMINATES A MEMBERSHIP, APPROPRIATE ACTION MUST BE TAKEN TO ENCOURAGE A MEMBER TO UPDATE DELINQUENT DUES.

ARTICLE VII - OFFICERS

SECTION 1 THE FOLLOWING OFFICERS WILL BE ELECTED BY THE GM.

- A.** PRESIDENT
- B.** VICE-PRESIDENT
- C.** SECRETARY
- D.** TREASURER
- E.** TRUSTEES (2)

SECTION 2 OFFICERS WILL BE MEMBERS IN GOOD STANDING. THE PRESIDENT WILL APPOINT A MEMBER TO FILL ANY VACANCY, EXCEPT PRESIDENT OR VICE-PRESIDENT, FOR THE REMAINDER OF AN UNEXPIRED TERM. IF THE OFFICE OF PRESIDENT BECOMES VACANT, THE VICE-PRESIDENT WILL SERVE UNTIL THE ANNUAL ELECTION OF OFFICERS. A GENERAL ELECTION WILL BE HELD TO FILL THE UNEXPIRED TERM OF VICE-PRESIDENT, SHOULD A VACANCY OCCUR.

SECTION 3 THE EC SHALL CONSIST OF THE CHIEFS' GROUP OFFICERS.

A. ALL MEMBERS WITH EXCEPTION OF THE SENIOR ADVISOR HAVE AUTHORITY TO VOTE ON MATTERS CONSIDERED BY THE EC.

B. AT THE CALL OF THE PRESIDENT, THE EC WILL HOLD REGULAR MEETINGS, EXERCISE GENERAL SUPERVISION OF THE CHIEFS' GROUP'S BUSINESS BETWEEN REGULAR MEETINGS AND AUTHORIZE PAYMENT OF BILLS AS DELINEATED BY ARTICLE 3, SECTION 2.

C. THE EC WILL AUTHORIZE GRANTS AND CHIEFS' GROUP PARTICIPATION IN EVENTS; PLAN AND APPROVE ACTIVITIES IN CONJUNCTION WITH APPOINTED COMMITTEES; OBTAIN NECESSARY APPROVAL FOR FUNDRAISING ACTIVITIES; APPROVE MONETARY AWARDS FOR QUARTERLY AND ANNUAL ENLISTED AWARD WINNERS AND APPROVE OTHER GENERAL MATTERS AS MAY PERTAIN TO THE CHIEFS' GROUP.

D. THE PRESIDENT APPOINTS A PAST PRESIDENT, TYPICALLY THE OUTGOING PRESIDENT, AS A SENIOR ADVISOR (SA). THE SA ATTENDS ALL EC MEETINGS AND SHALL ACT AS THE CORPORATE KNOWLEDGE FOR THE GROUP AND SHARE EXPERIENCES AND PAST JUDGMENTS WITH THE CURRENT PRESIDENT OF ISSUES AFFECTING THE GROUP. THE SA IS A NON-VOTING MEMBER OF THE EC.

SECTION 4 POWERS AND DUTIES: OFFICERS AND ELECTED TRUSTEES WILL SERVE A ONE-YEAR TERM, BEGINNING 1 FEBRUARY AND ENDING 31 JANUARY. THE POWERS AND DUTIES OF OFFICERS SHALL BE:

A. PRESIDENT: THE PRESIDENT WILL EXERCISE THE POWERS AND PERFORM THE DUTIES ASSIGNED BY THE CONSTITUTION AND BY-LAWS AND SERVE AS CHIEF EXECUTIVE OFFICER OF THE GROUP. HE OR SHE WILL HAVE FULL AUTHORITY, SUBJECT TO THE CONSTITUTION, TO ENFORCE THE CONSTITUTION AND BY-LAWS. THE PRESIDENT WILL PRESIDE AT THE GROUP'S MEETINGS, AND SERVE AS CHAIRPERSON OF THE EC. THE PRESIDENT WILL APPOINT ALL NECESSARY COMMITTEES AND PERFORM OTHER DUTIES INHERENT TO THE OFFICE.

B. VICE-PRESIDENT: IN ACCORDANCE WITH THE CONSTITUTION AND BY-LAWS, THE VICE-PRESIDENT WILL PERFORM DUTIES ASSIGNED BY THE PRESIDENT, AND OTHER DUTIES INHERENT TO THE OFFICE. THE VICE-PRESIDENT WILL DISCHARGE THE DUTIES OF THE PRESIDENT WHEN THE PRESIDENT IS UNAVAILABLE.

C. SECRETARY: THE SECRETARY WILL KEEP A RECORD OF ALL MEETINGS OF THE CHIEFS' GROUP, THE EC AND ALL OTHER MATTERS AS DIRECTED BY THE EC. THE SECRETARY WILL DISTRIBUTE MINUTES OF REGULAR MONTHLY MEETINGS TO THE GM. IN ACCORDANCE WITH THE CONSTITUTION AND BY-LAWS, THE SECRETARY WILL MAINTAIN A RECORD OF ALL COMMITTEE APPOINTMENTS; ISSUE NOTICES OF REGULAR AND SPECIAL MEETINGS; AND PERFORM OTHER DUTIES ASSIGNED BY THE PRESIDENT.

D. TREASURER: THE TREASURER WILL PROPERLY MAINTAIN AND DISBURSE ALL CHIEFS' GROUP FUNDS. THE TREASURER WILL KEEP REGULAR ACCOUNTS IN BOOKS BELONGING TO THE CHIEFS' GROUP AND ENSURE ACCOUNTS ARE AVAILABLE FOR INSPECTION BY ANY MEMBER IN GOOD STANDING. THE TREASURER WILL DISTRIBUTE TREASURY STATUS REPORTS AT THE REGULAR MONTHLY MEETINGS AND AT OTHER TIMES AS DIRECTED BY THE PRESIDENT. HE OR SHE WILL PROVIDE THE EC WITH A DRAFT YEARLY BUDGET IN DECEMBER, TO INCLUDE AN INCOME AND EXPENSE STATEMENT. THIS BUDGET WILL BE FORWARDED TO THE GROUP MEMBERSHIP FOR A

VOTE DURING THE APRIL GM MEETING. THE TREASURER WILL DISBURSE FUNDS WHEN PROPERLY AUTHORIZED BY THE EC, GM OR IN ACCORDANCE WITH THE CONSTITUTION AND BY-LAWS. APPROVED ANNUAL BUDGET ITEMS DO NOT REQUIRE SUBSEQUENT ACTION BY THE EC OR GM.

E. TRUSTEES: TRUSTEES ARE VOTING MEMBERS OF THE EC AND WILL SERVE ON THE SCHOLARSHIP, BUDGET, SHARP AIRMAN AND MEMBERSHIP COMMITTEES, MAINTAIN THE CHIEFS' GROUP CALENDAR OF EVENTS, AND SOLICIT FOR PANEL MEMBERS ON ALL RECURRING AND SPECIAL PANELS. TRUSTEES ALSO PERFORM OTHER DUTIES AS ASSIGNED BY THE CONSTITUTION AND BY-LAWS OR THE PRESIDENT.

ARTICLE VIII - MEETINGS AND ELECTIONS

SECTION 1 ELECTION

A. THE ANNUAL ELECTION OF OFFICERS AND TRUSTEES WILL BE HELD DURING THE JANUARY GM MEETING.

B. DURING THE SEPTEMBER GM MEETING, THE PRESIDENT WILL APPOINT A CHAIRPERSON AND TWO MEMBERS IN GOOD STANDING TO SERVE AS THE NOMINATING COMMITTEE. THE NOMINATING COMMITTEE WILL SURVEY THE MEMBERSHIP AND ACCEPT QUALIFIED NOMINEES FOR EACH OFFICE. THE NOMINATING COMMITTEE CHAIRPERSON WILL READ THE NAMES OF THE NOMINEES AT THE NOVEMBER GM MEETING. THE NOMINATING COMMITTEE WILL OBTAIN THE CONSENT OF EACH NOMINEE BEFORE THE NAME IS ANNOUNCED OR ENTERED ON THE BALLOT.

C. FLOOR NOMINATIONS MAY BE MADE AT THE OCTOBER AND NOVEMBER GM MEETINGS. FLOOR NOMINATIONS DURING THE NOVEMBER GM MEETINGS WILL NOT BE ACCEPTED UNLESS THE CANDIDATE IS PRESENT AND VERBALLY ACCEPTS OR HAS GIVEN PREVIOUS ACCEPTANCE. NOMINATIONS MAY BE ACCEPTED AFTER THE NOVEMBER GM MEETING CUTOFF DATE IF EXTENUATING CIRCUMSTANCES, SUCH AS SHORT

NOTICE PCS OR RETIREMENTS, AND OTHER MILITARY RELATED CONTINGENCIES OCCUR. VOTING WILL TAKE PLACE AT THE JANUARY GM MEETING. NEWLY ELECTED EC MEMBERS WILL BE INSTALLED AT THE REGULAR FEBRUARY CHIEFS' GROUP MEETING.

D. CANDIDATES WILL BE TAKEN FROM THOSE NOMINATED AT THE NOVEMBER GM MEETING OR AS SUPPLANTED. VOTING WILL BE BY SECRET BALLOT. BALLOTS WILL BE ISSUED TO ALL MEMBERS IN GOOD STANDING AT THE TIME OF THE ELECTION. ABSENTEE BALLOTS WILL BE CONSIDERED IF A REQUEST IS MADE TO THE NOMINATING COMMITTEE CHAIRPERSON PRIOR TO THE ELECTION. THE ABSENTEE VOTE MUST BE SENT VIA EMAIL TO THE NOMINATING COMMITTEE CHAIRPERSON, OR VIA REGULAR MAIL TO THE CHIEFS' GROUP, PO BOX 33571, WRIGHT-PATTERSON AFB, OH 45433-5000. MEMBERS WITH DELINQUENT DUES AT THE TIME OF THE ANNUAL ELECTION OF OFFICERS WILL BE DENIED THE PRIVILEGE OF VOTING.

E. A MAJORITY OF ALL VOTES CAST IS REQUIRED TO ELECT A CANDIDATE.

SECTION 2 GENERAL MEETINGS

A. THE CHIEFS' GROUP WILL HOLD GM MEETINGS ONCE EACH MONTH, UNLESS OTHERWISE DESIGNATED. PERENNIALY, THERE HAS NOT BEEN A MEETING SCHEDULED IN DECEMBER BECAUSE OF THE HOLIDAYS; HOWEVER, THIS IS AT THE DISCRETION OF THE GENERAL MEMBERSHIP. THE MEETING WILL NORMALLY BE HELD ON THE THIRD THURSDAY OF THE MONTH AT 1130 HOURS ON WRIGHT-PATTERSON AFB, OH. THE TIME, DATE, AND PLACE OF THE MEETING MAY BE CHANGED BY THE EC WITHOUT THE CONSENT OF THE GM.

B. ONE-FIFTH OF MEMBERS IN GOOD STANDING SHALL CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS. AT LEAST ONE MEMBER OF THE EC MUST BE PRESENT.

SECTION 3 SPECIAL MEETINGS OF THE GM AND EC MAY BE CALLED BY THE PRESIDENT OR VICE-PRESIDENT DURING THE ABSENCE OF THE PRESIDENT. ALL

MEMBERS IN GOOD STANDING WILL BE NOTIFIED AT LEAST 24 HOURS IN ADVANCE.

ARTICLE IX - PARLIAMENTARY AUTHORITY

MODIFIED ROBERTS RULES OF ORDER SHALL GOVERN IN ALL CASES WHERE APPLICABLE AND WHEN NOT IN CONFLICT WITH THE CONSTITUTION AND BY-LAWS.

ARTICLE X - AMENDMENTS, REVISIONS, AND ADOPTIONS

SECTION 1 THIS CONSTITUTION AND BY-LAWS MAY BE AMENDED OR ABOLISHED IN WHOLE OR IN PART AT ANY GM MEETING BY A SIMPLE MAJORITY VOTE OF THE MEMBERS PRESENT AND IN GOOD STANDING, PROVIDED THAT NOTICE OF THE PROPOSED AMENDMENT(S) WAS SUBMITTED AT A PREVIOUS GM MEETING AND THE CHANGES DO NOT CONFLICT WITH DIRECTIVES FROM HIGHER HEADQUARTERS AUTHORITY.

SECTION 2 BY-LAWS SHALL BE AMENDED, WITHOUT SUBMISSION TO THE GENERAL MEMBERSHIP, TO CONFORM TO ALL APPLICABLE GOVERNING DIRECTIVES FROM HIGHER HEADQUARTERS.

ARTICLE XI - AUDITS

AUDITS OF ALL FUNDS AND ASSETS OF THE WRIGHT-PATTERSON CHIEFS' GROUP WILL BE ACCOMPLISHED ACCORDING TO AFI 34-223, NO LATER THAN THE MARCH GM MEETING. THE AUDITOR(S) WILL BE APPOINTED BY THE EC. THE REPORT OF THE AUDITOR(S) WILL BE PRESENTED FOR APPROVAL AT THE APRIL GM MEETING. AN AUDIT MUST ALSO BE ACCOMPLISHED WHENEVER A CHANGE IN THE TREASURER OCCURS.

A SEMI-ANNUAL ASSET INVENTORY OF WP CHIEFS GROUP ITEMS WILL BE ACCOMPLISHED. THE PROCESS WILL BE DIRECTED BY THE EC.

A STATEMENT OF THE AUDIT WILL BE AVAILABLE FOR INSPECTION BY INTERESTED PARTIES AND PERSONS BEFORE THE NEW TREASURER ASSUMES OFFICE. THE COST OF THE AUDIT WILL BE PAID BY THE GROUP. COPIES OF THE AUDIT WILL BE SUBMITTED TO 88 MSG/SV FOR REVIEW AND FILING.

ARTICLE XII - INSURANCE

UNLESS WAIVED BY THE INSTALLATION COMMANDER, THE CHIEFS' GROUP WILL PURCHASE AND MAINTAIN ADEQUATE INSURANCE FOR PROTECTION AGAINST PUBLIC LIABILITY OR PROPERTY DAMAGE CLAIMS THAT MAY ARISE FROM THE ACTIVITIES OF THE GROUP OR ITS MEMBERS. THE INSTALLATION COMMANDER WILL DETERMINE THE LIMITS OF LIABILITY AND TYPES OF INSURANCE COVERAGE NECESSARY TO PROTECT AGAINST THE RISKS INVOLVED.

ARTICLE XIII - DISSOLUTION

IN THE EVENT OF DISBANDMENT OF THE CHIEFS' GROUP, THE GROUP FUNDS WILL BE USED TO SATISFY ANY OUTSTANDING DEBTS, LIABILITIES, AND OR OBLIGATION. THE RESIDUAL ASSETS OF THE GROUP WILL BE TURNED OVER TO ONE OR MORE ORGANIZATIONS WHICH ARE ALSO EXEMPT AS ORGANIZATIONS DESCRIBED IN S501© (3) AND 170© (2) OF THE INTERNAL REVENUE CODE OF 1954, CORRESPONDING SECTIONS OF ANY PRIOR OR FUTURE LAW OR TO THE FEDERAL, STATE OR LOCAL GOVERNMENT FOR CHARITABLE PURPOSES AS SPECIFIED BY A VOTE OF THE GM AT THE TIME OF DISSOLUTION.

ARTICLE XIV - ADOPTION

THE CONSTITUTION, BY-LAWS AND ANY AMENDMENTS BECOME EFFECTIVE UPON ADOPTION BY AN AFFIRMATIVE VOTE OF A SIMPLE MAJORITY OF GM PRESENT AND IN GOOD STANDING; AND APPROVAL, IN WRITING, BY THE COMMANDER, 88 AIR BASE WING, WRIGHT-PATTERSON AFB, OH.

BY-LAWS

SECTION 1 THE CHIEFS' GROUP MAY ACCEPT DONATIONS FROM ANY SOURCE NOT PROHIBITED BY AIR FORCE INSTRUCTIONS, HIGHER HEADQUARTERS OR OTHER EXISTING LAWS. DONATIONS WILL NOT BE USED FOR OTHER THAN CHARITABLE PURPOSES AS PROVIDED IN THE CONSTITUTION OF THE WRIGHT-PATTERSON CHIEFS' GROUP.

SECTION 2 ALL FUNDS RECEIVED, EXCEPT DONATIONS, MAY BE USED TO PAY ADMINISTRATIVE COSTS. FUNDS RECEIVED FOR SPECIAL ACTIVITIES, SUCH AS LUNCHEONS, DINNERS, BANQUETS, ETC., WILL BE USED TO PAY COSTS ASSOCIATED WITH THE PARTICULAR ACTIVITY. ANY REMAINING FUNDS WILL ACCRUE TO THE GENERAL FUNDS OF THE CHIEFS' GROUP AND MAY

BE USED FOR CHARITABLE PURPOSES, SUBJECT TO ACHIEVEMENT OF THE AMOUNT IN SECTION 5, BELOW.

SECTION 3 ELIGIBILITY FOR AID FROM THE CHIEFS' GROUP WILL NOT BE BASED ON AGE, RACE, RELIGION, COLOR, SEX, HANDICAP OR NATIONAL ORIGIN.

SECTION 4 THE VICE-PRESIDENT WILL OVERSEE PREPARATION FOR THE ANNUAL WRIGHT-PATTERSON AFB CHIEFS' RECOGNITION CEREMONY. A COMMITTEE WILL BE FORMED IN AUGUST OF EACH YEAR TO PREPARE FOR THE EVENT.

SECTION 5 A SPECIAL FUND WILL BE DESIGNATED FOR THE ANNUAL CMSGT (RET) WILLIAM A. GRIFFITH MEMORIAL SCHOLARSHIP AWARDS. UPON ACHIEVEMENT OF THIS FUND BALANCE, ALL REMAINING RECEIPTS, EXCEPT DONATIONS, WILL GO TO THE GENERAL FUND AND MAY BE USED FOR CHARITABLE OR ADMINISTRATIVE PURPOSES. THE SCHOLARSHIP FUND COMMITTEE WILL BE RESPONSIBLE FOR ANNUALLY REVISING AND ADMINISTERING THE FUND. MODIFICATIONS OTHER THAN ADMINISTRATIVE UPDATES WILL BE APPROVED BY THE GM.

SECTION 6 AT THE MARCH GM MEETING, THE PRESIDENT, OR VICE-PRESIDENT IN THE ABSENCE OF THE PRESIDENT, WILL APPOINT A CHAIRPERSON AND TWO MEMBERS IN GOOD STANDING AS A COMMITTEE TO REVIEW THE CONSTITUTION AND BY-LAWS. ONE WEEK BEFORE THE APRIL GM MEETING, THIS COMMITTEE WILL PROVIDE EACH EC MEMBER, VIA EMAIL, A DRAFT UPDATED DOCUMENT FOR REVIEW. THIS DRAFT DOCUMENT WILL BE EMAILED TO THE GM AFTER THE APPROVAL OF THE DOCUMENT BY THE EC AND DISCUSSED AT THE MAY GM MEETING. FINAL VOTE ON THIS DOCUMENT WILL OCCUR AT THE MAY GM MEETING.

SECTION 7 1 DEC CMSGT ANNIVERSARY DINNER. AN EXECUTIVE COUNCIL MEMBER WILL OVERSEE PREPARATION FOR THE ANNUAL CEREMONY HONORING THE ANNIVERSARY OF THE ESTABLISHMENT OF THE RANK OF CMSGT. THE CEREMONY OCCURS EVERY YEAR ON DECEMBER 1ST TO RECOGNIZE THE FIRST CMSGTS. A COMMITTEE WILL BE FORMED IN JULY OF EACH YEAR TO PREPARE FOR THE EVENT AND IS OPEN TO ALL CMSGTS AND THEIR GUESTS.

SECTION 8 WRIGHT-PATTERSON CHIEFS' GROUP HONORARY CHIEFS. ANY CMSGT WHO IS IN GOOD

STANDING MAY NOMINATE A HIGHLY DESERVING INDIVIDUAL WHO EXEMPLIFIES SERVICE TO THE ENLISTED FORCE AND POSSESSES THE TRAITS OF A CMSGT, AS AN HONORARY CMSGT. TO NOMINATE:

A. NOMINEE MUST NOT BE ABLE TO OBTAIN THE GRADE OF CMSGT AND CANNOT HAVE BEEN NOMINATED FOR NOR RECEIVED THE HONOR PREVIOUSLY.

B. NOMINATING CMSGT MUST BE A MEMBER IN GOOD STANDING AND MUST DEFEND THE NOMINATION IN PERSON IF NECESSARY AT THE EXECUTIVE COUNCIL AND GENERAL MEMBERSHIP MEETINGS.

C. THE INTENT TO NOMINATE NEEDS TO BE SENT TO THE CHIEFS' GROUP EXECUTIVE COUNCIL A MINIMUM OF 1 WEEK PRIOR TO THE OFFICIAL NOMINATING MEETING AND SHOULD INCLUDE ALL SUPPORTING DOCUMENTATION.

D. NOMINATION SHOULD PRIMARILY BE FOCUSED ON SUPPORT TO THE WRIGHT-PATTERSON AFB ENLISTED COMMUNITY.

E. NOMINATION WILL BE FORWARDED TO THE GENERAL MEMBERSHIP UPON PASSING THE EXECUTIVE COUNCIL BY 50% CONCURRENCE OF ALL EC MEMBERS.

F. VOTING OF THE GENERAL MEMBERSHIP WILL OCCUR BY SECRET BALLOT. NOMINATION MUST RECEIVE 75% CONCURRENCE OF MEMBERS PRESENT.

G. NOMINATING CMSGT(S) WILL CHAIR AND PLAN THE HONORARY CHIEF INDUCTION

ARTICLE XV - APPLICABILITY

THIS CONSTITUTION AND BY-LAWS WERE APPROVED ON 21 APRIL 2011, AND WILL REMAIN IN EFFECT UNTIL REVIEWED IN 2011 IN ACCORDANCE WITH ARTICLE XIV - SECTION 6 OF THE BY-LAWS.