

CHIEFS' GROUP CONSTITUTION

ARTICLE I

Name and Authority

Section 1. **Name**: The Name of the organization shall be Charleston Chiefs' Group.

Section 2. **Authority**: Authority for the creation of this private organization is AFI 34-123. The organization will be formed as a type III independent organization and will operate on Charleston Air Force Base (AFB) only with the written permission of the Installation Commander. The organization is not a non-appropriated fund instrumentally, nor is it entitled to the privileges and immunities of the Federal Government.

ARTICLE II

Purpose and Objectives

Section 1. **Purpose**: The Charleston Chiefs' Group will seek to improve morale and promote the general welfare of all enlisted Air Force members assigned to or visiting Charleston AFB. The Charleston Chiefs' group will conduct itself in a manner which is free from discrimination and which provides equal opportunity and treatment for all. The group will promote professionalism among enlisted corps by fostering esprit-de-corps within the Air Force community. The group will encourage a spirit of comradeship and unity of purpose according to standards, traditions and customs of the United States Air Force.

Section 2. **Objectives**: Examples of typical objectives are as follows:

1. **Public Speaking** - Provide support for military and community events: NCO Status Ceremonies, PME class time and graduations, Senior NCO and Chief induction activities, civilian schools, etc.
2. **Board Support** - PME selection, airman recognition, below-the zone promotion, uniform, etc.
3. **Council Representatives** - Strong support for enlisted personnel and their families such as: NAF, facilities improvement, sports, NCO Club Advisory, medical services, SVS, etc.
4. **Establish Working Relationship with Existing Professional and Community Organizations** – Enlisted Spouses Club (ESC), NCOA, AFA, AFSA, CGOC, Airlift Tanker Association (ATA), etc.
5. **Support Established Programs** - Prayer Breakfast, Quarterly Birthday Dinner, Ethnic Observances, Woman's History Observances, etc.

6. **Host VIP Enlisted Visitors** - CMSAF, MAJCOM CCMs, etc.
7. **Support Top Three Commander's Call** – Provide agenda items for the Commander to address.
8. **Develop Position Papers on Enlisted Issues** - EPR, Awards and Decorations, Promotions, Uniforms, Housing, etc.
9. **Support Community and Air Force Projects** - Disaster Relief, Youth Center, Sports Programs, Air Force Enlisted Village, etc.
10. **Recognition for Outstanding Leaders** - Honorary Chief, Order of the Sword, etc.
11. **Sponsor Assistance for Inbound Chief/Chief Selectees**
12. **Social Activities and Fund Raising.**

ARTICLE III

Membership

Section 1. **Qualifications**: Membership eligibility is open to all active, retired, reserve and national guard Chief Master Sergeants and Chief Master Sergeant selectees.

Section 2. **Types of Membership**: Active and Honorary. Active members are those dues paying members in good standing. Honorary membership shall be extended judiciously to those individuals determined by the group to be in the best interest of its objectives, as stated herein. Nomination for honorary membership can be made by any member in good standing and shall be voted on by the membership. Approval of a simple majority is necessary to approve such nomination. There shall be no membership fee for honorary members. Honorary members receive the same privileges and obligations as active members.

Section 3. **Termination of Membership**: A member may terminate his/her membership by submitting an oral or written resignation to the treasurer of the Charleston Chiefs' Group.

ARTICLE IV

Fees and Dues

Section 1. **Dues**: Active duty members \$36.00 annually and retired members \$12.00 annually. Retired members age of 65 and older pay no dues. Dues may be paid monthly, semi-annually or annually. The dues period will be from 1 Jan to 31 Dec. New members will have their dues pro-rated to the end of the current year.

Section 2. Payment of Dues: Each member is responsible for payment of dues until an oral or written resignation has been submitted to the treasurer. Payment of dues is not based on attendance at meetings.

Section 3. Requirement for TDY Members: The requirement to pay dues continues for members TDY.

ARTICLE V

Officers

Section 1. Description - Officers and Job Duties:

- a. **President:** The President presides over all functions of the group including general and special meetings and/or functions. The President will ensure that Charleston Chiefs' Group activities are in accordance with this constitution. The President may authorize an immediate expenditure, not to exceed \$100.00 per obligation, with the approval of two executive officers.
- b. **Vice-President:** The Vice-President shall perform duties as determined by the President. During the temporary absence of the President, the Vice-President will assume all duties.
- c. **Secretary:** The Secretary shall record the minutes of all meetings of the group and provide any and all reports required by AFI 34-123. The Secretary shall distribute a copy of the monthly meeting minutes to each member. In the absence of both the President and Vice-President, the Secretary shall call the meeting to order and preside until the election of a chairman pro tem, which should take place immediately.
- d. **Treasurer:** The Treasurer shall be responsible for collection, maintenance and disbursement of funds and for the maintenance of required accounting records of the assets and liabilities. The Treasurer will provide the group with a financial statement at each general membership meeting and will furnish the Secretary a monthly financial statement of operation and net worth. The Treasurer will maintain a list of all active members names, dues status, voice and fax phone numbers and any other data the President deems appropriate. The Treasurer will be a standing member of the membership committee.

Section 2. Election Procedures: Election of officers will be held annually in January. The President, Vice-President, Secretary and Treasurer are elected officers. A Nominating Committee will be appointed in November of each year. This committee will produce an official ballot for vote tabulation. Any active member may volunteer to run for office. Nominations for office will be presented to the active membership in the December meeting and voted on in January by SECRET ballot. A simple majority vote of the active

membership present will determine the winner for each of the above stated offices. A second ballot will be taken of the top contenders in the event of a tie. In the case of a second tie, the President of the Nominating Committee will cast the deciding vote. If an active member cannot attend the election, a proxy vote may be given to the Nominating Committee. The proxy vote must be in the presence of two members of the Nominating Committee.

Section 3. Term of Office: The President, Vice-President, Secretary and Treasurer are elected for a one-year term. Officers shall be elected for no more than two consecutive terms (does not apply to officers appointed to fill unexpired terms).

Section 4. Filling of Vacancies: If the office of the President becomes vacant prior to completion of the elected term, the Vice-President shall assume the office. If the office of the Vice-President, Secretary or Treasurer becomes vacant prior to completion of the elected term, a replacement shall be appointed by the President.

ARTICLE VI

Meetings

Section 1. Types of Meetings: A general membership meeting of the Charleston Chiefs' Group will be held monthly. Special meetings will be at the discretion and call of the President or by petition of a simple majority of the active membership. The President may call an executive session in advance of the general membership meeting to formulate an agenda for the scheduled general membership meeting. The executive session will consist of executive officers and any appropriate committee chairpersons.

Section 2. Quorum Requirements: A quorum consists of members present for a meeting after advance public notice of the meeting time and location. The President will determine if a representative number of the membership is present to act on issues presented at the general membership meetings. The President reserves the right to "table" an issue when, in his/her judgment, a representative number of the members is not present to adequately represent the Charleston Chiefs' Group.

Section 3. Time and Place of Meetings: Meetings will be held on the third Thursday of each month. The place and time for the next meeting will be announced by the President.

Section 4. Parliamentary Rules: Roberts Rules of Order will be used as a guide to conduct meetings.

ARTICLE VII

Accounting

Section 1. Responsible Officer: The President and the Treasurer equally share the responsibilities for asset accountability, liability satisfaction and assuring responsible financial and operational management of the Charleston Chiefs' Group.

Section 2. Financial Statements: The Treasurer will provide the Charleston Chiefs' Group with a financial statement at each general membership meeting. The Treasurer will also furnish the Secretary a monthly financial statement of operation and net worth. A copy of the monthly financial statement will be forwarded to 437 SVS.

Section 3. Sip-nine Checks: Any two of the four elected officers (President, Vice-President, Secretary or Treasurer) will co-sign all checks written on the Charleston Chiefs' Group account. A report on these expenditures will be made a matter of record on the monthly financial statement.

ARTICLE VIII

Insurance

Liability insurance is determined to be unnecessary. If special events should increase liability exposure, insurance protection comparable to the risk involved will be obtained unless a waiver is granted by the Installation Commander. Any insurance needed will be purchased by the Charleston Chiefs' Group.

ARTICLE IX

Obligations

Section 1. Organization Obligations: If an individual member obligates the Group, the obligation should be for the sole use and benefit of the Group. If such a benefit is solely for the use and benefit of the individual member, the member will be held liable.

Section 2. Insolvency: Each member will be informed at the time of joining that financial liability incurred by the Charleston Chiefs' Group may ultimately result in individual personal financial obligations even though the organization may have been re-designated or dissolved.

ARTICLE X

Dissolution

This group may be dissolved by the President upon two-thirds majority vote by active members in good standing. When the Group is to be dissolved, or ceases to operate, the 437 Services Squadron Commander will be notified in writing of the intent and prepare a time-phased action plan to do so. Upon dissolution, and after satisfying liabilities, the membership will determine disposal of assets. The Installation Commander retains the right to dissolve the Charleston Chiefs' Group in accordance with AFI 34-123.

ARTICLE XI

Standing Committees

Section 1. Steering Committee: A Steering Committee of two to three members (one member should be a retired member) who holds no office within the Charleston Chiefs' Group will be appointed by the President. This committee will be responsible for accepting and developing proposals for activities or projects in support of the purpose and objectives stated herein. This committee will serve full-time at the call of the President. Proposals for presentation, review, discussion and/or adoption/rejection shall be presented to the general membership at the monthly meeting.

Section 2. Nomination Committee: A Nominating Committee consisting of three members will be appointed by the President in November of each year. This special committee shall be responsible for accepting nominations for elected officer positions. The Nominating Committee will ensure the eligibility of each member and will present the nominees for each office to the membership present at the January meeting. This committee shall conduct the election of officers by secret ballot and present the results to the President for announcement to the membership. The President of the Nominating Committee shall cast the deciding votes in the event of a second tie in balloting.

Section 3. Publicity Committee: The Publicity Committee shall be responsible for ensuring media coverage of those items of interest to the Charleston Chiefs' Group or its activities.

Section 4. Membership Committee: The Membership Committee shall foster membership in the Charleston Chiefs' group and ensure all eligible candidates are contacted.

Section 5. Program and Protocol Committee: The Program and Protocol Committee shall provide programs of interest to the majority of the Charleston Chiefs' Group at regular membership meetings such as social events and special functions. This committee will be responsible for ensuring that necessary protocol is exercised when special events are scheduled or when special honors are appropriate.

Section 6. Retired Affairs Committee: The Retired Affairs Committee shall mail a copy of the monthly minutes to each retired Chief residing in the local area, providing funds for stamps are available from the membership. This committee shall offer membership to each locally retired Chief and solicit their active involvement.

Section 7. Awards Committee: The Awards Committee will ensure that awards and/or plaques are available for each specific achievement, function or guest.

Section 8. Ways and Means Committee: The Ways and Means Committee will formulate plans and manage fund raising methods to support the purposes and objectives of the Charleston Chiefs' Group. The fund-raising activities will be coordinated with appropriate Base Staff agencies.

ARTICLE XII

Amendments

The constitution and any bylaws will be reviewed annually and revised or updated as required. All proposed changes and record of review will be coordinated with 437 SVS.

ARTICLE XIII

Adoption of Constitution

The constitution and any changes thereto must be approved by a two-thirds majority of the active members present for a meeting after advance public notice of the meeting time and location. The Constitution then becomes effective upon approval of the Installation Commander, Charleston AFB SC

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**TIMOTHY SWICK, CMSgt, USAFR
Secretary, CAFB Chiefs' Group**

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**WENDY J. REGISTER, CMSgt, USAFR
President, CAFB Chiefs' Group**

**GLEN G. JOERGER, Colonel, USAF
Commander, 437th Airlift Wing**