

**BYLAWS FOR
PRIVATE ORGANIZATIONS**

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NOT GOVERNMENTAL STATUS.

[NOTE: The following is a list of what you may want to address in the bylaws. All provisions are provided as an example only.]

**ARTICLE I
DUTIES OF OFFICERS**

Section 1. President. The president shall have the usual powers of supervision and management, which pertain to the office of president and will perform the following duties:

- a. Preside at all meetings of the general membership.
- b. Appoint a vice-president.
- c. Appoint a chairperson for each committee.
- d. Be an ex-officio member of all committees.
- e. Countersign all minutes.
- f. Vote only in case of a tie in meetings of the general membership.
- g. To call special meetings.
- h. Retains copies of the Constitution and Bylaws.

Section 2. Vice-President. The vice-president shall perform the duties of the president/treasurer in their absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president.

Section 3. Secretary. The secretary shall be the custodian of all records, conduct correspondence of this association, and shall have the following duties:

- a. Record and maintain a file of all minutes of meetings of the general membership.
- b. Maintain all records of the association other than financial records.
- c. Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.

- d. Maintain a list of names of officers and executive committee.
- e. Retain copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.

Section 4. Treasurer. The treasurer shall be the custodian of all financial records of this association and shall have the following duties:

- a. Countersign contracts executed by the president.
- b. Sign all checks.
- c. Receive and be responsible for all funds and assets of this association.
- d. Make authorized disbursements.
- e. Maintain necessary bank accounts.
- f. Maintain all financial records.
- g. Present a monthly financial report to the general membership.
- h. Present the books and financial records of this association for audit when directed by the general membership.
- i. Make the books and financial records of this association available for inspection and review when requested by the president.

ARTICLE II
ELECTION AND VOTING
[If not addressed in the constitution]

Section 1. Election of Officers. Election of officers will be held bi-annually at the regular monthly meetings in December and June, with new officers assuming their duties during the first regular meeting in the month of January and July. Voting will be by secret ballot and a majority of votes cast shall be sufficient to elect. Only members present at the meeting shall be entitled to vote.

Section 2. Nominations. Nominations will be made from the floor. Only those members present may be nominated for office unless an absent member had informed one of the present officers of member's willingness to serve in an elected position.

Section 3. Special Elections. Special elections will be held at a time and place designated by the president. At least 5 days notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor. After nominations have been closed, the membership will elect an officer for each vacancy in

accordance with the constitution.

**ARTICLE III
DUES AND FEES**

There shall be [specify amount, timeframe, tiers, etc. E.g., \$20 per year, \$5 per month for enlisted and \$10 per month for officers, etc.] (fees) (dues) required for membership in this organization.

**ARTILCE IV
STANDING COMMITTEES**

Section 1. General. The president shall appoint standing committees for the period concurrent with his/her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.

Section 2. Standing Committees. The president will appoint chairpersons of standing committees. The standing committees and their duties and responsibilities shall be as follows:

a. Fundraising Committee. The fund-raising committee will be responsible for gathering information and supervising upcoming fund-raising projects for this council.

b. _____

_____.

**ARTICLE V
FINANCES AND TAXES**

An annual audit of all funds, moneys and assets will be conducted prior to the December election meeting. The President will appoint the auditors. A statement of the results of said audit shall be made available for inspection upon request. The auditor's report will be made at the annual meeting and will be subject to approval by the members.

**ARTICLE VI
AWARDS/GIFTS**

