

SAMPLE FORMAT

CONSTITUTION AND BYLAWS

**Constitution
(Organization Title)**

**Article 1
Name and Purpose**

**Article 2
General Provisions**

(Include the following paragraphs as separate sections of Article 2 as appropriate)

Section

The (organization) operates on a military base only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

Section

The membership is liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

Article 3

Officers and Governing Body

**Article 4
Membership or Patronage**

(Include membership eligibility, which should be primarily limited to members of the DOD family)

**Article 5
Method of Financing
(Include all proposed sources of income)**

**Article 6
Activities**

**Article 7
Meetings and Quorums**

Article 8

Adoption and Amendments
(Include “Subject of final review by the installation commander”

Article 9
Dissolution
(Include the following paragraph as a separate section of Article 9:

Section

In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership.

Article 10
Insurance
(Required)

SAMPLE BY-LAWS

Article 1
Duties of Officers

Article 2
Election and Voting

Article 3
Dues and Fees

Article 4
Standing Committees

Article 5
Finances and taxes

Article 6
Insurance Coverage

Article 7
Awards/Gifts