BYLAWS OF THE

AIR FORCE SERGEANTS ASSOCIATION

OCTOBER 2016
(Supersedes All Previous Editions)

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AIR FORCE SERGEANTS ASSOCIATION

INTERNATIONAL HEADQUARTERS, POST OFFICE BOX 50, TEMPLE HILLS, MD 20757-0050

(Archive Copy of All Previous Versions will be Maintained at AFSA International Headquarters, All Pervious Editions Should Be Destroyed)

NOTE: Changes are marked with a solid line in the left margin
PREAMBLE

OF THE

AIR FORCE SERGEANTS ASSOCIATION

THE AFSA PREAMBLE

With reverence for God and Country, and being ever mindful of our responsibility to aid in maintaining a superior defense for our beloved country; our interest in the welfare of persons who served and are serving in the Armed Forces; our devotion to our fellow enlisted servicemembers and their families in fortune and distress; and our reverence for the memory of our departed comrades, we unite to further the aims and objectives of this association.
FOREWORD

1. These bylaws contain changes approved by the international conventions through August 2014. They are binding on all AFSA Active, Family, and Associate members, divisions, chapters, members of the International Executive Council, Headquarters’ Staff, contractors, or other individuals or companies under contract with AFSA.

2. Amendments to the AFSA Bylaws may be submitted in accordance with Bylaw 15. Recommended amendments will be processed as follows:

   a. All field-originated amendments are submitted to the Division/Chapter Executive Council and division general membership and/or chapter general membership as appropriate. If the amendment is a chapter originated amendment and is approved by the AFSA chapter general membership, the amendment is forwarded to the respective Division Executive Council for review and presentation at the next AFSA division membership meeting.

   b. If approved by the AFSA division membership, the recommended amendment is forwarded through the Chief Executive Officer to the AFSA Executive Council for review and submission to the AFSA International Executive Council for consideration by the delegates at the next International Conference/Convention.

   c. All proposed AFSA changes must be published in the official AFSA magazine at least forty-five (45) days prior to an AFSA International Conference/Convention.

   d. Proposed amendments/changes must be, whenever practicable, submitted to the Chief Executive Officer for consideration at the next regularly scheduled Executive Council meeting as directed by the International President.
BY DIRECTION OF THE AFSA INTERNATIONAL EXECUTIVE COUNCIL:

OFFICIALS:

JEFFREY E. LEDOUX
AFSA International President

ROBERT L. FRANK
Chief Executive Officer

DISTRIBUTION: AFSA International Executive Council
AFSA International Past Presidents
AFSA Chapter Presidents
Headquarters Staff
Others, upon request
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BYLAWS OF THE
AIR FORCE SERGEANTS ASSOCIATION

BYLAW 1 - NAME, LOCATION, SEAL, AND COLORS

SECTION 1. NAME. The organization name shall be the Air Force Sergeants Association Inc. (hereinafter referred to as AFSA), a nonprofit corporation incorporated in the District of Columbia.

SECTION 2. LOCATION. The AFSA International Headquarters shall be located in, or in close proximity of, Washington, D.C. Field offices may be located as determined by the International Executive Council.

SECTION 3. SEAL. The AFSA seal shall consist of the device of a circle with the words “Corporate Seal 1961” in the center, surrounded by the words "Air Force Sergeants Association," arranged around the perimeter.

SECTION 4. COLORS. The AFSA colors shall be Reflex Blue (PMS 2757) and Silver (PMS 428).

BYLAW 2 - OBJECTIVES

The AFSA objectives shall be:

a. To maintain, within the Total United States Air Force (USAF) (consisting of Air Force Active Duty (AFAD), Air Force Reserve Command (AFRC) and Air National Guard (ANG)), a highly dedicated and professional corps of enlisted personnel.

b. To uphold fair and equitable legislation and departmental policies, and influence, by lawful means, departmental plans, programs, policies, and legislation affecting AFAD, AFRC, and ANG enlisted personnel in active, retired, and/or veteran status when required.

c. To actively publicize the roles of Air Force enlisted personnel.

d. To participate in civil and military activities, youth programs, and fund-raising campaigns to benefit the United States Air Force.

e. To provide for the mutual welfare and enhance the quality of life of members and their families.

f. To assist in recruiting for the United States Air Force.
g. To assemble together for social activities.

h. To maintain a superior Air Force for our beloved country.

i. To devote ourselves to our fellow Airmen.

j. To loyally serve the nation and the Total Air Force, and to do all else necessary to uphold and defend the Constitution of the United States.

**BYLAW 3 - AFSA ORGANIZATION**

**SECTION 1. AFSA INTERNATIONAL CONVENTION, CONFERENCE, AND/OR MEETING(s).** The assembled delegates (provided a quorum is present), under the chairmanship of the International President, shall be the governing body of AFSA upon convening of an AFSA conference, convention, and/or meeting(s) until final adjournment.

**SECTION 2. AFSA INTERNATIONAL EXECUTIVE COUNCIL.** The International Executive Council shall govern AFSA between meetings, as set forth in Bylaw 8.

**SECTION 3. AFSA DIVISIONS.** Normally, AFSA shall be organized into divisions with boundaries as defined by the International Executive Council.

**SECTION 4. AFSA CHAPTERS.** Chapters shall be organized within divisions.

**SECTION 5. ADMINISTRATION.** AFSA International Headquarters through the Chief Executive Officer shall provide administrative support and guidance to AFSA.

**BYLAW 4 - MEMBERSHIP**

**SECTION 1. COMPOSITION.** Membership in AFSA shall consist primarily of enlisted men and women (hereinafter referred to as enlisted personnel) of the United States Air Force, be they Air Force Active Duty, Air National Guard, or Air Force Reserve Command personnel in active, retired, or veteran status, and others meeting the qualifications for membership. Family members, officers, and other individuals may be members as outlined in the Family & Associate membership classes of AFSA membership.

**SECTION 2. QUALIFICATIONS**

a. Membership in AFSA shall consist of persons of good moral character.

b. Membership in the association shall not be denied to any person, who is otherwise qualified for membership, on the basis of race, creed, color, gender, age, national origin, religious, or political beliefs.
c. The AFSA membership shall consist of members assigned to chapters and “unassigned” members. Unassigned members are those not assigned to an active chapter.

SECTION 3. CLASSES OF MEMBERSHIP

a. AFSA ACTIVE MEMBERSHIP

1) Any Air Force enlisted person in active or retired status from the AFAD, AFRC or ANG or their predecessor services; the United States Army Air Corps or the United States Army Air Force.

2) Former Air Force enlisted personnel of the AFAD, AFRC, ANG or their predecessor services; the United States Army Air Corps or the United States Army Air Force who were honorably discharged on their final discharge, and who were not commissioned in any component of any of the United States Armed Services.

b. AFSA FAMILY MEMBERSHIP. Family membership consists of persons who in their own right are not eligible for Active Membership; if eligible for Active Membership, individuals may not join under the Family Membership class. Any spouse, father, mother, brother, sister, son and/or daughter of persons eligible for AFSA membership and any widower, widow, father, mother, brother, sister, son and/or daughter of persons eligible at the time of death for Active Membership shall be considered eligible for Family Membership. Former widowers and widows of Active members of AFSA who remarry shall also be considered eligible for Family Membership. Any husband or wife divorced from a spouse who was eligible for Active Membership at the time of divorce shall also be considered eligible for Family Membership.

c. AFSA ASSOCIATE MEMBERSHIP.

1) Former USAF enlisted personnel of the AFAD, AFRC, ANG or their predecessor services; the United States Army Air Corps, or the United States Army Air Force, who were honorably discharged and commissioned in any component of the Armed Services of the United States.

2) Any individual not eligible for Active or Family membership, upon application and approval of the International Executive Council. Criteria for such membership shall be set forth in the AFSA Policies and Procedures Manual.

d. AFSA HONORARY MEMBERSHIP. Honorary membership may be bestowed upon individuals who have contributed greatly to the objectives of AFSA as

SECTION 4. APPLICATION FOR MEMBERSHIP. All membership applicants shall complete and submit an AFSA membership application to the International Executive Council or their designee. Membership shall be effective upon approval by AFSA and receipt of dues at the AFSA International Headquarters.

SECTION 5. REMOVAL FOR CAUSE (EXCEPT NON-PAYMENT OF DUES). Members of any classification may be removed from membership by the International Executive Council for cause, other than non-payment of dues, by a two-thirds majority vote. Upon receipt of any written allegations, proof of the allegations, and request for removal against any member of AFSA, the matter will be investigated by the International Executive Council as appropriate, or their agent. An accused member may submit a defense in writing or in person and may, upon request, be represented by counsel of choice at no expense to the Association at a hearing, at a time and place convenient to the International Executive Council. Persons whose membership is so terminated shall not be entitled to membership benefits.

SECTION 6. REMOVAL FOR NON-PAYMENT OF DUES. If any AFSA member’s dues remain unpaid as of midnight on their final membership day, their membership will be rendered “inactive” in accordance with the Policies and Procedures Manual. No person whose membership is inactive shall be entitled to any benefits of membership, thereafter, unless reinstated by paying membership dues to reactive their membership.

SECTION 7. RESIGNATION. Any member may resign by filing a written resignation with the Chief Executive Officer. Such resignation will be effective upon receipt at International Headquarters, and will terminate that member’s AFSA membership. However, such resignation shall not relieve the resigning member of the obligation of paying other charges theretofore accrued and unpaid. NOTE: Refer to Section 10, Refund of Dues.

SECTION 8. MEMBERSHIP DUES. Dues for all classes of AFSA membership (except Honorary) shall be established by a majority vote of the International Executive Council and shall be set forth in the Policies and Procedures Manual.

SECTION 9. VOTING AND ELIGIBILITY TO HOLD OFFICE

a. AFSA ACTIVE MEMBERS. Active members have full voting rights and are eligible to hold office within AFSA.

b. AFSA FAMILY MEMBERS. Family members shall enjoy the rights and privileges of Active membership, have full voting rights, and be eligible to hold elected Chapter offices within AFSA.
c. **AFSA ASSOCIATE MEMBERS.** AFSA members shall enjoy the rights, privileges and responsibilities of Active membership, with the exception that they cannot vote or hold office in AFSA.

d. **AFSA HONORARY MEMBERS.** Honorary members shall enjoy all of the privileges of Active membership, except they cannot vote nor hold office in AFSA.

SECTION 10. REFUND OF DUES. Dues shall not be refunded upon a member’s removal from AFSA.

BYLAW 5 - AFSA INTERNATIONAL CONVENTION, CONFERENCE, AND/OR MEETING(S)

SECTION 1. PLACE AND DATES. The AFSA International Convention, Conference, and/or Meeting(s) shall be held at such place and on such dates as may be determined by majority vote of the International Executive Council.

SECTION 2. NOTICE OF MEETINGS. Notice of time and place of every AFSA International Convention, Conference, and/or Meeting(s) shall be sent to each member or published in the official AFSA magazine at least four months prior to such.

SECTION 3. QUORUM. A quorum shall exist whenever 15 percent of the AFSA chapters are represented by one or more delegates.

SECTION 4. CHAPTER DELEGATES

a. **DETERMINING AUTHORIZED VOTING STRENGTH.** One vote is authorized for each 25 Active members in an AFSA chapter or a major portion thereof. However, each chapter in good standing as defined in the Policies and Procedures Manual is entitled to a minimum of one vote, regardless of its numerical strength. In determining the number of authorized votes, the Credentials Committee will follow the rules as specified in the Policies and Procedures Manual.

b. **CHIEF DELEGATE.** The AFSA chapter president will normally be the respective chief delegate. However, if the AFSA chapter president is unable to attend the conference/convention or does not desire to be the chief delegate, the AFSA chapter membership shall elect such from among the other elected delegates.

c. **ELECTION OF DELEGATES.** Delegates to attend the AFSA International Conference/Convention are elected by the chapter membership at either a regular or a special meeting. Each delegate's voting strength, based on a formula of one vote per 25 Active members or major portion thereof, will be authorized by the chapter membership IAW the rules in the Policies and Procedures Manual.
d. **ACCREDITATION OF DELEGATES.** Each chief delegate to an International Conference/Convention must be in possession of a Letter of Accreditation in a format provided by the Credentials Committee. This letter must be presented to the Credentials Committee immediately following registration. Delegates are authorized and encouraged to represent their chapters at all conference, convention, and/or meeting(s) and to exercise the voting rights of their chapters during all such meetings, in accordance with instructions given them by their chapter membership.

**SECTION 5. VOTING BY UNASSIGNED MEMBERS/MEMBERS ASSIGNED TO INACTIVE CHAPTERS.** Unassigned members/members assigned to inactive chapters may secure representation in either of two ways:

a. **PETITION PRIOR TO ANNUAL AFSA INTERNATIONAL CONFERENCE, CONVENTION, AND/OR MEETING(S).** Any unassigned member/member assigned to an inactive chapter, who secures a signed petition of 25 unassigned members/members assigned to an inactive chapter requesting that the member act as their delegate, will be a “delegate-at-large” and will represent the petition’s signers, provided the petition is received at the International Headquarters by registered mail no later than 30 days before the scheduled convening of the International Conference/Convention, and is verified by the Credentials Committee. No “delegate-at-large” shall be entitled to more than one vote.

b. **PRESENCE AT ANNUAL AFSA INTERNATIONAL CONVENTION.** Any unassigned member, who did not obtain representation by a “delegate-at-large” as a result of signing a petition, or member assigned to an active chapter and not represented by an accredited delegation, must register at the Annual AFSA International Conference, Convention, and/or Meeting(s) in order to be represented by a delegate. The Credentials Committee shall place such members in 25 Active member units in order of registration. The first registered member of each such unit will be the chairman pro tem of the unit. These units shall meet independently to elect a delegate to vote on their behalf. However, if only one unit is created, and has less than 25 members it shall be entitled to representation by one of its members as a “delegate-at-large.” No “delegate-at-large” shall be entitled to more than one vote.

**SECTION 6. RULES OF VOTING.** A majority vote of the respective delegates present at any regularly held and duly called AFSA International Conference, Convention, and/or Meeting(s) shall determine any questions concerning procedural matters impacting only on that Conference, Convention, and/or Meeting(s) and the members/delegates present; any question or matter impacting on the entire Association membership shall be determined by a majority vote (except bylaw amendments, which require a two-thirds vote) of the respective delegates (to include assigned voting strength) present at such convention.
SECTION 7. RULES OF ORDER. The annual meeting shall be regulated and controlled according to ROBERT'S RULES OF ORDER (Revised) for parliamentary procedures except as provided in the AFSA Bylaws and the Policies and Procedures Manual. This rule does not prohibit the International President from operating under “Relaxed Rules of Order” provided the intent of this paragraph is followed.

SECTION 8. MANAGEMENT OF ANNUAL AFSA INTERNATIONAL CONFERENCE, CONVENTION, AND/OR MEETING(S). The International Headquarters shall finance and manage the Annual AFSA International Conference, Convention, and/or Meeting(s).

BYLAW 6 - AFSA INTERNATIONAL OFFICERS

SECTION 1. ELECTED OFFICERS

a. ELECTED AT THE INTERNATIONAL CONVENTION, CONFERENCE, AND/OR MEETING(S). The elected officers of AFSA shall be the International President, Vice President, Retired and Veterans Affairs Trustee, and Air Force Uniformed Service Trustee.

b. ELECTED AT DIVISION CONVENTION, CONFERENCE, AND/OR MEETING(S). A maximum of seven Division Presidents shall be elected at the respective annual division convention, conference or meeting. Teleconference elections may be conducted under extenuating circumstances if approved by the International Executive Council, and coordinated with the International Headquarters to ensure conformity to current AFSA rules. The Division Presidents shall serve as members of the International Executive Council. In the event any Division President so elected is unable to attend one or more sessions of the International Executive Council, that Division President may direct the Division Vice President to serve with voting rights, provided such Division Vice President has been duly elected or appointed and confirmed by the respective Division Executive Council prior to performing such service.

SECTION 2. QUALIFICATIONS FOR OFFICE. Any respective AFSA member, in good standing for a minimum of six months, shall be eligible for nomination and election to any respective elected office of AFSA unless restricted per Bylaw 4, Section 3. Members seeking election to any office within AFSA must be versed in all aspects of the applicable operation management. Waivers to the above provisions must be approved by the International President. The Retired and Veterans Affairs Trustee shall be a veteran, and the Air Force Uniformed Service Trustee must be currently serving as a uniformed member of the Air Force in one of the three components: Regular, Air National Guard, or Air Force Reserve (not retired). If the status of any of these AFSA trustees changes, whereby a trustee is no longer a member of the component/group represented, that trustee’s term of office shall be automatically terminated unless extended to the next AFSA International
Convention, Conference, and/or Meeting(s) by the International President.

SECTION 3. NOMINATION AND ELECTION OF OFFICERS AT INTERNATIONAL CONVENTION, CONFERENCE, AND/OR MEETING(S).
Nominations for an AFSA International Elected Office must be made prior to the start of the annual convention. Candidates must make their intentions known by submitting their Letter of Intent and AFSA Resume to the International Headquarters not later than the first day of the month preceding the month the Convention, Conference, and/or Meeting(s) is being held in. No nominations will be accepted after this date. During the election caucus, a final candidate confirmation will be made in the form of a nomination acceptance by the candidate to the Election Chairperson. The candidate must acknowledge their willingness to serve before the convention delegates in order to be considered for the office they are seeking. The only exception to this rule is if an International Officer is elected to another International Officer position (i.e., International Trustee is elected International President) and their remaining term is open. In the case of a vacant office, nominations will be accepted from the floor and a separate election process held in accordance with Section 5 to fill the remaining term of the vacated office. All nominations shall be voted upon by open ballot. Balloting for a contested position shall be continued until one candidate receives a majority of the votes cast and the individual receiving the lowest number of votes cast each round being dropped from further consideration.

SECTION 4. TERMS OF OFFICE. Except for AFSA Division Presidents (who shall take office at the close of their respective division conventions), each elected officer shall take office at the close of the AFSA International Conference, Convention, and/or Meeting(s), and shall serve the term of office indicated below or until their successors have been duly elected and assume the office.

a. The International President shall serve for two years beginning with even-number years.

b. The following elected officials shall serve for two years, beginning with odd-numbered years:
   1) Vice President
   2) Retired and Veterans Affairs Trustee
   3) Division Presidents of odd-numbered divisions

c. The following elected officials shall serve for two years, beginning with even-numbered years:
   1) Division Presidents of even-numbered divisions
   2) Air Force Uniformed Service Trustee
SECTION 5. VACANCIES. In the event of death, inability to serve, or resignation, elected office vacancies shall be filled as follows:

a. INTERNATIONAL PRESIDENT. A vacancy in the office of International President shall be filled by the vice president for the unexpired term.

b. OTHER VACANCIES. All other vacancies (except Division Presidents) shall be filled by appointment by the International President, subject to the approval of the International Executive Council. If the unexpired term includes a period when an International Conference, Convention, and/or Meeting(s) are held, the appointment shall be temporary until the International Conference, Convention, and/or Meeting(s). The position shall be filled by election to that office for the balance of the unexpired term.

c. VACANCIES DURING INTERNATIONAL CONVENTION, CONFERENCE, AND/OR MEETING(S). Vacancies (except Division Presidents) arising during an International Convention, Conference, and/or Meeting(s) shall be filled by election.

SECTION 6. DUAL OFFICES. Officers elected or appointed to International elective offices within AFSA shall not hold any other elected office within the AFSA structure. If, at election or appointment to an international elected office, a person is holding another elected office within AFSA, a letter of resignation shall be submitted, as soon as practicable, for the office then held in order to qualify for the office to which newly elected or appointed.

SECTION 7. REMOVAL OF INTERNATIONAL OFFICERS. The International Executive Council, in its discretion, after due notice and hearing on sworn written allegations, may remove any elected officer for cause by a three-fourths majority vote of all its members. Such allegations may arise from any member of the International Executive Council or any other person; however, the proof of the allegations shall be the responsibility of the person bringing forth the allegations. Removal of an International Officer requires three-fourths approval of the entire International Executive Council by mail, email, or facsimile vote.

BYLAW 7 - DUTIES OF INTERNATIONAL OFFICERS

SECTION 1. AFSA INTERNATIONAL PRESIDENT

a. The International President shall serve as Chair of the International Executive Council and will preside over the Annual AFSA International Convention, Conference, and/or Meeting(s). The president shall also serve as a member, ex-officio, with right to vote on all committees. The International President, with the approval of the International Executive Council, shall make all required
appointments of standing and special committees.

b. As the Chairman of the International Executive Council, the International President shall preside at the business meetings. If the chairman vacates the “Chair” during such meetings, the Vice President shall assume the “Chair”. If the Vice President is not present or the position is vacant, the President shall appoint another member of the AFSA International Executive Council as “Chair”. The office of temporary “Chair” terminates when the President returns and reassumes the “Chair.”

c. At the Annual AFSA International Convention, Conference, and/or Meeting(s) and such other times as the International President shall deem proper, the International President shall communicate to the members such matters and make such suggestions as may, in the president's opinion, tend to promote the welfare and increase the value of AFSA. The International President shall perform such other duties as are necessarily incidental to the office of president or as may be prescribed by the International Executive Council.

SECTION 2. AFSA VICE PRESIDENT. The Vice President shall be responsible for such duties as are individually assigned by the International President and approved by the International Executive Council.

SECTION 3. AFSA TRUSTEES. There shall be two trustees responsible for attending all meetings of the International Executive Council, participating fully in the deliberations and decisions, and performing such other duties as may be assigned by the International Executive Council, or the International President.

SECTION 4. AFSA DIVISION PRESIDENTS. There shall be a maximum of seven Division Presidents, who shall be responsible for attending all meetings of the International Executive Council, participating fully in the deliberations and decisions, and performing such other duties as may be assigned by the International President and approved by the International Executive Council.

SECTION 5. DELEGATION OF DUTIES. Any administrative duties of the International Executive Council may be performed under the supervision of the Chief Executive Officer by employees of the International Staff or consultants.

BYLAW 8 - AFSA INTERNATIONAL EXECUTIVE COUNCIL

SECTION 1. AUTHORITY AND RESPONSIBILITY. Between AFSA International Conferences, Conventions, and/or Meeting(s), the AFSA governing body shall be the International Executive Council. The delegates, at a duly constituted AFSA International Convention, Conference, and/or Meeting(s), shall have the power to override any decisions made by the International Executive Council. The International Executive Council shall have the supervision over AFSA operations and determine its policies or changes therein; it shall actively prosecute its objectives and supervise the disbursement of funds. The
Executive Council adopts rules, regulations, policy, and directives as deemed advisable.

SECTION 2. AFSA EXECUTIVE COUNCIL COMPOSITION. The AFSA International Executive Council shall consist of the International President, Vice President, two trustees and a maximum of seven Division Presidents, who shall be elected or appointed as herein prescribed. The Senior Advisor shall be a non-voting, ex-officio member of the International Executive Council. The AFSA CEO shall serve as an advisor to the International Executive Council.

SECTION 3. AFSA EXECUTIVE COUNCIL QUORUM. At any meeting of the International Executive Council, no less than seven members shall constitute a quorum for the transaction of AFSA and any other such business, thus transacted, shall be valid, providing the majority of those present and voting affirmatively “pass” the transaction.

SECTION 4. AFSA EXECUTIVE COUNCIL MEETINGS. Regular meetings of the International Executive Council shall be held no less than twice annually, at such times and places as the International Executive Council may prescribe. Special meetings of the International Executive Council may be called by the International President not less than ten days before the meeting is held.

SECTION 5. AFSA INTERNATIONAL EXECUTIVE COUNCIL MEMBERS’ VOTING RIGHTS. International Executive Council members’ voting rights shall not be delegated to another nor exercised by proxy except as specified in Bylaw 6, Section 1.

SECTION 6. VOTING BY WRITTEN METHOD (POSTAL, ELECTRONICALLY, or FACSIMILE). When, in the opinion of the International President, prompt action is required, but the matter is not of sufficient importance to warrant the calling of a special meeting, a written ballot may be employed. When such method of voting is employed, no action shall become effective unless it is approved by the majority of the entire respective International Executive Council. All members of the council shall be given written notice of the results of the ballot within 60 days after completion of voting, and the results shall be duly recorded at the next regular meeting.

SECTION 7. COMPENSATION. AFSA International Executive Council members shall not receive any compensation for their services. However, they may be reimbursed for incidental and necessary expenses incurred in the performance of official business.

BYLAW 9 – INTERNATIONAL COMMITTEES

SECTION 1. AFSA BUDGET AND FINANCE COMMITTEE. The Budget and Finance Committee shall consist of an appointed chairman, who may be a member of the International Executive Council, and other members as prescribed in the Policies and Procedures Manual. The committee shall consult with the CEO on the annual budget and prepare recommendations for the International Executive Council. The committee may perform other duties in connection with the association’s financial management as the
SECTION 2. AFSA INTERNATIONAL MEMBERSHIP COMMITTEE. The International Membership Committee shall consist of an appointed chairman and other members as prescribed in the Policies and Procedures Manual. The committee shall consult with the International President, the CEO, and others, and prepare recommendations for the International Executive Council. The committee may perform other duties in connection with AFSA membership recruitment and retention programs as the International Executive Council may determine.

SECTION 3. AFSA INTERNATIONAL LEGISLATIVE COMMITTEE. The International Legislative Committee shall consist of an appointed chairman and other members as prescribed in the Policies and Procedures Manual. The committee shall consult with the International President, the CEO, and others, as appropriate, and shall encourage the submission of proposals by divisions/chapters, and the International Executive Council. The committee may perform other duties in connection with legislative affairs as the International Executive Council may determine.

SECTION 4. OTHER COMMITTEES. The International President, with the approval of the International Executive Council shall appoint such other committees, councils, ad hoc groups, and similar task forces as necessary that are not in conflict of these bylaws. All AFSA standing committees’ duties shall be prescribed by the International Executive Council in the Policies and Procedures Manual. Duties of other respective committees, councils, ad hoc groups, and task forces shall be reflected in the minutes of the meeting that established the group.

BYLAW 10 – APPOINTED INTERNATIONAL OFFICIALS

SECTION 1. APPOINTMENT. The International President, with the approval of the International Executive Council, shall appoint other international officers, as required and deemed necessary.


BYLAW 11 – DIVISIONS

SECTION 1. ORGANIZATION. Bylaw 12, Sections 2, 3, 4, 5, 6 and 7 apply to divisions.

SECTION 2. DUTIES. AFSA Division Presidents shall perform those functions prescribed by the International Executive Council, as set forth in the Policies and Procedures Manual.
BYLAW 12 - AFSA CHAPTERS

SECTION 1. ORGANIZATION. Local chapters shall be chartered by AFSA International Headquarters. A chapter will not be organized with fewer than 25 Active members. Organized chapters, chartered by International Headquarters, are included within the corporate structure of AFSA. Chapter officers shall perform those functions prescribed by the governing bodies of AFSA as set forth in applicable directives.

SECTION 2. CHAPTER FUNDS AND LIABILITIES

a. All funds and property of the chapter will be accounted for, as generally outlined in the Policies and Procedures Manual.

b. Commercial general liability insurance to cover the president, treasurer, and other persons designated to handle chapter funds will be obtained by the International Headquarters, which maintains a blanket insurance coverage for all AFSA divisions and chapters.

c. AFSA International Headquarters will provide public liability and property damage insurance.

SECTION 3. LOANS. No loans shall be made by any AFSA organization under any circumstances.

SECTION 4. CHAPTER OPERATED CLUBS AND OTHER ACTIVITIES

a. The Air Force Sergeants Association shall not be responsible or liable, financially or otherwise, for the operation or management of any club or other venture either sponsored or endorsed by an AFSA chapter.

b. No chapter of AFSA will endorse or sponsor a club or venture involving finances, unless such club or enterprise shall be in compliance with the laws of the applicable country and/or state or other jurisdiction exercising control.

c. Failure of any chapter to comply with the provision of this section will be sufficient cause to revoke the violating chapter's charter, as authorized in this bylaw.

SECTION 5. REVOCATION OF CHARTERS. The International Executive Council or designee (CEO), with approval of the applicable Division President and International President, may revoke the charter of any chapter for cause subject to the right of the chapter to appeal at the next Annual AFSA International Executive Council meeting. Such action may be taken when a chapter fails to comply with written directives within the scope of these Bylaws, the Policies and Procedures Manual, and for such other reasons as follows:
a. When a chapter does not conduct business or meetings at least quarterly and in compliance with AFSA’s quorum requirements.

b. When a chapter fails to maintain written contact, to include properly submitted reports, with International Headquarters for a period of 270 days.

c. When a chapter conducts or supports actions that are in violation of, or detrimental to, the AFSA aims and objectives.

d. When a majority of the chapter members sign a petition requesting revocation, pending a new election of officers.

e. When a chapter's membership is less than 25 for a period of 90 days.

SECTION 6. ACTIONS TAKEN UPON REVOCATION OF CHARTERS

a. All chapter property shall be converted to cash or disposed of as considered legally appropriate by the remaining members of the chapter if the property cannot be converted to cash.

b. All financial records of the chapter shall be audited in accordance with the regulations of the jurisdiction where the chapter is located, or otherwise prescribed by the respective International Executive Council.

c. All local financial obligations shall be satisfied, and the balance of funds, if any, shall be forwarded to International Headquarters. Any AFSA funds, so received, shall be held in escrow by International Headquarters for a period of one year and then transferred to an AFSA fund as determined by consultation between the International President and CEO.

d. All records, including the charter, will be returned to International Headquarters.

SECTION 7. ACTIONS UPON CHAPTER REACTIVATION

a. AFSA International Headquarters will return all available chapter records.

b. Funds will not be returned unless reactivation occurs within one year from the date funds were received at International Headquarters.

SECTION 8. CHAPTER RELOCATION. Chapters shall not be relocated without the approval of the majority of the members of the chapter. Such approval must be by written petition or recorded in the minutes of either a regular or special meeting. If approved by the respective division and International Headquarters, the chapter will be deactivated at its present location, and a new chapter organized at the new location.
SECTION 9. VOLUNTARY DEACTIVATION. If, for any reason, the majority of the members of an active chapter desires the voluntary deactivation of their chapter, a special meeting shall be held and a vote taken and made a matter of record in the minutes of such meeting. The same actions apply as for revocation of charters as stipulated in Section 6.

SECTION 10. MERGING OF CHAPTERS. If, for any reason, the majority of the members of two or more chapters desire to merge their chapters, a special meeting shall be held by each chapter involved and a vote taken and made a matter of record in the minutes of such meeting(s). If approved by the division(s) and International Headquarters, the chapters will be merged as requested.

BYLAW 13 - AFSA CHIEF EXECUTIVE OFFICER AND STAFF

SECTION 1. APPOINTMENT. The International Executive Council shall employ a salaried staff chief executive, who shall have the title of Chief Executive Officer (CEO) and whose terms, compensation, and conditions of employment shall be negotiated by the International President and approved by the International Executive Council.

SECTION 2. AUTHORITY AND RESPONSIBILITY

a. The CEO shall be responsible for all management functions, in accordance with the mandates and policy directives of the International Executive Councils.

b. The CEO shall employ, and may terminate the employment of, members of the staff necessary to carry on the work of AFSA and fix their compensations within the approved budget.

c. The CEO shall define the duties of the staff, supervise their performance, establish their titles, and delegate those responsibilities of management as shall, in the CEOs judgment, be in the best interest of AFSA.

d. The CEO shall execute contracts in the name of AFSA pursuant to authority vested him by the AFSA Bylaws, Policies and Procedures Manual, International Executive Council, and International President.

e. The CEO shall be the custodian of the corporate records and the seal of the corporation, and shall see that the seal is affixed to all documents, the execution of which on behalf of the corporation under its seal, is duly authorized.

f. The CEO should act as secretary at the Annual AFSA International Conference, Convention, and/or Meeting(s) and at all meetings of the International Executive Council, and shall keep a record of all the proceedings thereof.

g. The CEO shall maintain a register of all members of AFSA.
h. The CEO shall receive, collect, safely keep, and, under the direction of the International Executive Council, disburse all funds of AFSA and make reports of receipts and disbursements as required.

i. The CEO shall perform all other duties assigned to him by the AFSA Bylaws, Policies and Procedures Manual, International Executive Council, or the International President.

SECTION 3. REMOVAL OF CEO. The International Executive Council may remove the CEO from office pursuant to contractual agreement between AFSA and the CEO.

BYLAW 14 - FINANCE AND ADMINISTRATION

SECTION 1. FISCAL YEAR. The AFSA fiscal year shall begin on the first day of January and end on the last day of December each year.

SECTION 2. COMMERCIAL CRIME COVERAGE. Insurance coverage shall be furnished for the CEO, other designated staff members, and such other persons as the International Executive Council shall direct. The amounts of such bonds shall be determined by the International Executive Council, and the cost shall be paid by AFSA.

SECTION 3. BUDGET. With recommendations from the CEO and the respective Budget and Finance Committee, the International Executive Council shall adopt, in advance of the next fiscal period, an annual operating budget governing all activities of AFSA. NOTE: The AFSA budget requires majority approval of the entire International Executive Council by mail, email, or facsimile vote.

SECTION 4. AUDIT. The accounts of AFSA shall be audited at least annually by a Certified Public Accountant who shall be appointed by the International President, with the approval of the International Executive Council, and who shall provide a report to the council. The International President shall ensure that the Report of Audit is published in AFSA's official magazine.

SECTION 5. LOANS. No loans shall be made by any AFSA organization under any circumstances.

BYLAW 15 – AMENDMENTS

SECTION 1. PROCEDURES. These bylaws may be amended or repealed by a two-thirds vote (to include assigned voting strength) of the respective delegates present at any Annual AFSA International Conference, Convention, and/or Meeting(s), duly called and regularly held; notice of such proposed AFSA amendments is to be published in the official AFSA magazine at least 45 days before such Conference, Convention, and/or Meeting(s).
Amendments may be proposed by the International Executive Council, AFSA divisions, AFSA chapters, or upon petition of any 25 AFSA Active members addressed to the International Executive Council and received at International Headquarters no later than 120 days prior to the Annual AFSA International Conference, Convention, and/or Meeting(s). The International Executive Council shall present all such proposed amendments to the delegates with or without recommendation. NOTE: This action requires majority approval of the entire International Executive Council by mail, email, or facsimile vote.

SECTION 2. CORRECTION. Upon the adoption of an amendment to the AFSA Bylaws, the CEO may correct punctuation, grammar, or numbering where appropriate in the AFSA Bylaws, if the correction does not change the meaning, and shall make conforming changes in the Policies and Procedures Manual.

SECTION 3. EFFECTIVE DATE. Unless otherwise provided, an amendment becomes effective upon the adjournment of the Annual AFSA International Conference, Convention, and/or Meeting(s) at which it is adopted.

BYLAW 16 – DISSOLUTION

AFSA shall use their funds only to accomplish the objectives specified in these bylaws. Any dissolution must be accomplished in accordance with the requirements of law in existence at the time of and during dissolution. On dissolution of AFSA, any funds remaining shall be transferred to the Air Force Sergeants Association Scholarship Fund, or if for any reason, such transfer is not feasible, to one or more other regularly organized and qualified charitable, educational or philanthropic organizations, to be selected by the International Executive Council.