



POLICIES AND PROCEDURES 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

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

POLICIES AND PROCEDURES
OF THE
AIR FORCE SERGEANTS ASSOCIATION

FOREWORD

1. These policies and procedures were developed in accordance with AFSA Bylaw 8, Section 1. They are binding on all Air Force Sergeants Association (hereinafter referred to as AFSA) members, divisions, chapters, and the AFSA International Executive Council members, Headquarters staff, contractors, consultants, and other individuals or companies under contract with the AFSA.
2. Proposed amendments, additions, and changes (referred to as modifications) to these policies and procedures (hereinafter referred to as "principles") are encouraged and must be presented in proper *AFSA Talking Paper* format as follows:
 - a. Field submissions
 - 1) All AFSA recommendations must be submitted to the respective AFSA chapter leadership and to the chapter's general membership for action.
 - 2) AFSA modifications: If the chapter's general membership approves the recommendation, the recommendation must be submitted to the appropriate division executive council for action. If approved by the Division Executive Council, modifications are forwarded in *AFSA Talking Paper* format to the International Headquarters for review/recommendation by the appropriate committee and/or staff which will then submit the modification to the AFSA Council for action.
 - b. Executive Council or International Headquarters submissions:
 - 1) Must be forwarded to the International Headquarters for review/recommendation by the appropriate committee and/or staff.
 - 2) Forwarded along with any recommendations/appropriate comments to the AFSA International Executive Council for action.
 - c. All proposed amendments, additions, and/or changes must be, whenever practicable, submitted to the International Headquarters prior to November 1 of each year and addressed to the AFSA International Headquarters' Chief Executive Officer.

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

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POLICIES AND PROCEDURES
OF THE
AIR FORCE SERGEANTS ASSOCIATION

PRINCIPLE 1 - NAME, LOCATION, LOGOS AND COLORS

SECTION 1. NAME

- a. International. (See AFSA Bylaw 1, Section 1.)
- b. Division. The name shall be Division _____ of the Air Force Sergeants Association and hereinafter referred to as the *division*.
- c. AFSA Chapter Designations
 - 1) The chapter shall be numbered as determined by the International Headquarters and shall be referred to as *Chapter ##### of the Air Force Sergeants Association*.
 - 2) If the chapter desires to have a “proper name” in addition to the assigned number, the name shall be submitted through the International Headquarters to the Executive Council for approval/disapproval. The chapter is an integral part of the AFSA International organization which is, an independent non-profit veteran’s organization that supports the United States Air Force and its components although the AFSA is not an official USAF agency. Requests shall be submitted as outlined in Section 7.
 - 3) The AFSA chapter name shall not include the name of any military installation or unit, any living person, or title that brings discredit or embarrassment to the AFSA organization. The AFSA International Executive Council is the only authority that can make exception to the policy of naming a chapter(s) after living individuals. The names of deceased persons may not be used without prior written permission of the AFSA International Headquarters. If approved, then prior written permission by the deceased’s surviving next-of-kin must be obtained and forwarded to International Headquarters Member and Field Relations.

SECTION 2. LOCATION

- a. International. The International Headquarters shall remain at the AIRMEN MEMORIAL BUILDING, 5211 Auth Road, Suitland, Maryland, until moved by direction of the AFSA International Executive Council in accordance with AFSA Bylaw 1, Section 2.

- b. Division. The division headquarters shall be located within the boundaries established by the International Executive Council in accordance with AFSA Bylaw 3, Section 3.
- c. Chapter. In addition to AFSA Bylaw 3, Section 4 and Bylaw 12, Section 8, the chapter shall be located in or at close proximity to a town, city, or base and shall not be moved without the approval of the majority of the respective chapter’s members.

SECTION 3. AFSA LOGO. The AFSA official logo and wings are registered trademarks, on file with the U.S. Patent and Trademark Office. Any unauthorized use or infringement is an illegal act. The logo may be used on official documents, electronic media, flags, stationery, emblems, jewelry, plaques, and similar items. The logo shall not be used to endorse or appear to endorse any commercial products, service, or personal/private endeavor without the express written approval of the Chief Executive Officer as approved by the International Executive Council. The wings are appropriate for less formal situations, but also follow the same guidance as the logo listed above. Any use of the logo or wings must be black/white, or blue (PMS# 2757)/white/silver (PMS# 428). Requests for use of the logo or wings should be submitted as outlined in Section 7.



In 2003, the AFSA International Executive Council established the following representative description for the colors and elements of the AFSA logo.

<u>Color</u>	<u>Representation</u>
Silver (PMS# 428)	Looking forward (the silver lining behind every cloud)
White	Purity of heart (charitable organization)
Blue (PMS# 2757)	Dominance over air and space (control and protect)
<u>Elements</u>	
“AFSA” within a circle	Denotes a worldwide organization
Wings	Air and space power
9 stars	The original nine AFSA divisions
MCMLXI	1961, the year AFSA was founded

SECTION 4. RECOGNITION OF AFSA ELECTED OFFICIALS AND OTHER MEMBERS

- a. AFSA Color Recognition Code. The Color Recognition Code is established to honor and acknowledge certain positions within the Association. The AFSA Color Recognition Code applies to both past and present officials and is as follows:

<u>Position</u>	<u>Color</u>	<u>Gem for Jewelry</u>
International President	White	Diamond
International Officers	Navy Blue	Ruby
Division Officers	Navy Blue	Garnet
Chapter Presidents	Navy Blue	Emerald
Chapter Officers	Navy Blue	Golden Sapphire
Regular Members	Navy Blue	Blue Sapphire
SKYHIGH Club	Navy Blue	Blue Sapphire

NOTE: Members and former AFSA officers are entitled to wear the authorized colors in effect before the August 1991, March 1994, and these changes. International President may choose to wear a black or gray coat; this allows the International President leeway to wear an appropriate colored coat for the occasion.

- b. AFSA Accessories

- 1) Member Lapel Pin. This lapel pin is a 5/8" round, brushed silver, metal AFSA logo with a dark blue enameled border.
- 2) Life Member Lapel Pin. This lapel pin is a 5/8" round, brushed silver, metal AFSA logo with a dark blue enameled border. The word "Life" is depicted directly below the AFSA wings and bordered with dark blue enamel.
- 3) Blazers. AFSA officials and members are encouraged to wear blazers of the authorized and appropriate colors.
- 4) AFSA Pocket Badge. The official AFSA nametag shall bear the AFSA logo or AFSA wings, individual's name, and position or AFSA club name (e.g. SKYHIGH, HighFLIER, TwinFLIER). Colors are: Silver with Blue lettering for International President; Red for International Executive Council members, Blue for SKYHIGH, HighFLIER, and TwinFLIER Club members, and Metallic Gray for all other members. All lettering will be either white or gray lettering.
- 5) AFSA Rings. Special AFSA rings are available. Gems shall be as prescribed in the AFSA Color Recognition Code.

- c. All AFSA members are encouraged to purchase and wear items described herein.

- d. AFSA International Executive council members shall be provided one official blazer and nametag upon being initially elected or appointed to an office.

SECTION 5. OFFICIAL AFSA FLAG. The official AFSA flag shall correspond to the following specifications:

- a. Size: 3' x 5' with two-inch letters.
- b. Cloth: Nylon.
- c. Color: Dark blue, with silver or gray logo, and gold fringe.
- d. Type: Indoor pole, hem, copy on both sides.
- e. Additional Letters: Division or chapter name, plus three or four digits, may be entered immediately below the logo.
- f. Design: The following drawing is the standard design:



SECTION 6. AFSA DIVISION OR CHAPTER EMBLEMS. Each division or chapter organization may develop a distinctive emblem that may or may not incorporate the AFSA logo. Proposed emblems, after approval (for submission) by the respective Division or Chapter Executive Council, shall be submitted through the International Headquarters to the Executive Council for approval/disapproval. Requests should be submitted as outlined in Section 7.

SECTION 7. APPROVAL PROCESS. Request for division/chapter naming, unique division/chapter logo approval, or to use the AFSA official logo or wings should follow these procedures:

- a. Chapter Naming/Unique Logo.
- 1) The chapter should submit a talking paper on the subject with the requested “proper name” or logo design with some background and a reason why or how it is significant. The request should be submitted to Member and Field at mfsvc@hqafsa.org. M&F will acknowledge receipt, and will serve as the HQ POC.
 - 2) M&F will research to ensure the name or logo is not already in use, that it meets policy guidelines, and will provide a recommendation to the CEO, who in turn will coordinate with the IP concerning the HQs recommendation.

- 3) The IP will decide to either a) return it back for rework or b) designate it for a poll vote, which the HQ will administer.
- 4) If approved, the HQ will record the approval for historical purposes, and the chapter will be allowed to use it upon notification. HQ will provide formal electronic documentation to the chapter.
- 5) When using an approved name, the chapter will also include the chapter number in any reference to their chapter.
- 6) If disapproved (and prior to formal approval), the chapter must not use the name or logo in any capacity as a reference to the chapter.

b. Use of the AFSA Official Logo or Wings.

- 1) Other than for business cards, standalone use of the logo on products such as pens, stationary, t-shirts, and banners, where the AFSA logo or wings will be used by themselves or with the chapter number/name are authorized for use, but require notification to mfsvc@hqafsa.org outlining the use. Example: “Chapter 102 will be using the AFSA Wings with the words ‘Chapter 102’ immediately below the wings on chapter t-shirts.” The chapter MUST procure the most current logo from Headquarters for use under this approval.
- 2) Business cards across the organization will be consistent and follow the same format as used by the International Executive Council. AFSA leaders and members MUST acquire the proper template from Headquarters, and may only be modified in the areas provided to add the chapter number/name and logo (if desired). Templates will be available for download, or a request can be sent to mfsvc@hqafsa.org.
- 3) For other uses, the chapter must submit a talking paper briefly outlining the requested use of the AFSA logo or wings. Submit the request to Member and Field at mfsvc@hqafsa.org, who will in-turn acknowledge receipt, and serve as the POC.
- 4) M&F will research to ensure the request meets policy guidelines, and will provide a recommendation to the CEO, or as delegated to the COO.
- 5) The CEO (or COO) in turn will provide the final approval.
- 6) If approved, the HQ will record the approval for historical purposes, and the chapter will be allowed to use it upon notification.
- 7) If disapproved (and prior to formal approval), the chapter must not use the logo as outlined in the request.

NOTE: Use of the Air Force Symbol (and other official logos) are strictly governed by the United States Air Force. Chapters will not use Air Force logos/symbols in any capacity unless approved according to the guidelines at <http://www.trademark.af.mil/usagerules/>. Approvals by the Air Force under these guidelines MUST be forwarded to AFSA Headquarters to mfsvc@hqafsa.org.

PRINCIPLE 2 - OBJECTIVES

SECTION 1. THE OBJECTIVES OF AFSA. The AFSA objectives are contained in Bylaw 2.

SECTION 2. GRATUITY CLAUSE FOR CONTRACTS. A clause concerning "gratuities" shall be inserted, when applicable, in AFSA's contracts and when in approval by the other contracting party, to prevent improper practices in the procurement or administration of AFSA contracts. This clause, based upon a provision of the U.S. Code (10 USC 2207), may be expressed as follows:

a. Gratuities

- 1) AFSA may, by written notice to the other party to this contract, terminate the right of the other party to proceed under this contract, if it is found, after notice and hearing by the International Executive Council, AFSA, or a duly authorized AFSA special committee, that gratuities (in the form of entertainment, gifts or otherwise) were offered or given, directly or indirectly, by such other party, or any agent or representative (or close relative) of AFSA with a view toward securing a contract; provided that if a hearing is conducted by a special committee, no action shall be taken to terminate this contract unless and until the findings and recommendations of such committee are acted upon by the AFSA International Executive Council.
- 2) In the event this contract is terminated as provided in paragraph a(1), above, AFSA shall be entitled to pursue the same remedies against the other party as it could pursue in the event of a breach of contract by the other party and, as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the AFSA International Executive Council) that shall be no less than three nor more than 10 times the costs incurred by the other party in providing any such gratuity to any such officer, employee, consultant or other representative of AFSA.
- 3) AFSA's rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law under this contract.

b. Officials Not to Benefit. No officer, employee, consultant, or other representative of AFSA shall be permitted to have any share of this contract or to have any benefit therefrom greater than those available equally to all AFSA members under the contract.

SECTION 3. DISPUTES. Whenever an AFSA member or unit claims to have been wronged by International Headquarters or a unit thereof, or by an officer, employee, or other representative of AFSA acting in an official capacity, no civil lawsuit may be instituted unless and until all administrative remedies provided in this manual have been exhausted. In this regard, the complaint must first be submitted in writing to the alleged wrongdoer. If this does not result in redress of the grievance, an appeal may be made through channels to the AFSA International Executive Council if the appeal is not resolved satisfactorily at a lower level. Administrative remedies shall not be deemed to have been exhausted unless and until a written determination is made or, in the absence of any such determination, after the expiration of ninety (90) days from the date on which the grievance was presented for decision by the AFSA International Executive Council.

PRINCIPLE 3. AFSA ORGANIZATION. See AFSA Bylaw 3.

SECTION 1. DIVISION ORGANIZATION. SEE AFSA Bylaw 11.

- a. Divisions as an Extension of AFSA International Headquarters. The division shall be organized in accordance with the AFSA Bylaws and the Policies and Procedures Manual [Principle 1, Section 2b](#). When properly organized, the division is included within the AFSA corporate structure.
- b. Division Boundaries. To ensure an equitable distribution of chapters and members within all divisions, the International Executive Council shall, in defining division boundaries, take into consideration such factors as:
 - 1) Location and strength of existing and potential chapters;
 - 2) Location and strength of existing and potential members.
- c. Division Membership. Division officers and members are prohibited from pursuing members of other divisions in efforts to enhance their own membership strength.
- d. Merging of Divisions. Divisions may merge if approved by the International Executive Council. The International Executive Council may, in its discretion, establish Direct Reporting Unit (DRU) Chapters outside AFSA division's boundaries in the event divisions are merged or deactivated.
- e. Responsibilities and Functions. Division officials shall work harmoniously with local commanders, governmental officials, civic and veterans' organizations, and public-spirited citizens in promoting USAF and AFSA objectives and programs. They shall also conduct membership and charitable fundraising campaigns. Divisions shall not act independently on matters relating to changing any local, state, or federal laws or regulations without coordinating with the International Executive Council.

SECTION 2. CHAPTER ORGANIZATION. See AFSA Bylaw 12.

a. Assignment to Chapters. The long-standing and commonly understood practice and procedure whereby a member customarily joins the local chapter in closest geographic proximity to the place where the member is assigned or resides is hereby affirmed and made a matter of record. In this respect, all members are encouraged to enroll in their nearest local chapter.

- 1) New members, and applicable prior members, upon address change, are assigned to the chapter nearest in geographic proximity to their current address. The exception to this guidance is if the new member is recruited while attending technical training and has fewer than 180 days' time in service.

If the new member is an Air National Guard or Air Force Reserve Command Airman, they will be assigned to the chapter nearest their residence as they will be returning there upon completion of technical training. If an active duty member already has their first duty assignment, they'll be assigned to the chapter nearest that base/duty location. All other technical school recruited members will be assigned to the Recruited Chapter for administrative support until they graduate technical training. The member is free to update their chapter assignment at any time, but failing action from the member the International Membership Committee Transfer Team is tasked with moving the member to the chapter nearest their first permanent duty station/location, unless otherwise directed.

- 2) All active members retain the right to be assigned, temporarily or permanently, to the active chapter of their choice. Members desiring to be assigned to a specific active chapter must notify AFSA Headquarters, in writing, of their assignment preference (AFSA Form 700-3, Change in Chapter Assignment/Address, is available for this purpose).
 - 3) Local Chapter officials may assist members in updating their Chapter assignments, address, rank, etc., via telephone, fax or electronic mail contact with AFSA Headquarters. Headquarters staff will maintain a record of the requested change and who the requesting official was.
- b. Chapter Membership. Chapter officers and members are prohibited from pursuing members of other divisions/chapters in efforts to enhance their own membership strength.
- c. General Membership Meetings. The assembled members (providing a quorum is present), under the "chair" of the respective chapter president, shall be the respective chapter's governing body during chapter meetings.
- d. AFSA Chapter Executive Council. The AFSA Chapter Executive Council shall govern the chapter between general membership meetings.

- e. AFSA Chapters as an Extension of AFSA International Headquarters. The chapter shall be organized and chartered in accordance with the AFSA Bylaws and the Policies and Procedures Manual. When properly organized and chartered by the International Headquarters, the chapter is included within the corporate AFSA structure. The chapter shall comply with the Policies and Procedures Manual, the Bylaws, and such other lawful directives issued by International Headquarters and the division governing body.

All chapters within a division shall be entitled to representation by duly accredited delegates at all of that division's meetings. All chapters shall be entitled to representation by duly accredited delegates at the AFSA International Conference/Convention/Meeting(s).

- f. Chapter Merger Actions. In accordance with Bylaw 12, Sections 6 and 10, for ease of financial management, once Chapter mergers are approved by Division leadership and International Executive Council, headquarters will coordinate with respected Division President to ensure the merge takes place at the close of a financial quarter. The Chapter being merged, that is the Chapter number being deactivated, the same action applies to revocation of charters as stated in Bylaw 12, Section 6.
- g. Chapter Boundaries. AFSA Division Presidents, in coordination with International Headquarters, establish chapter boundaries and assign zip codes and boundaries.
- h. Responsibilities and Functions. Chapter officials shall work harmoniously with local commanders, governmental officials, civic and veterans' organizations and all public-spirited citizens in promoting USAF and AFSA objectives and programs. They shall conduct membership and charitable fund-raising campaigns. Chapters shall not act independently on matters relating to changing any local, state or federal laws and regulations without coordinating with the division and International Executive Council.
- i. AFSA Chapters Located on Military Installations
 - 1) AFSA chapters operate on military installations at the installation commander's discretion, by written consent, and are required to comply with lawful regulations and directives issued by appropriate military authorities. Failure to do so may result in withdrawal of the authorization by the commander.
 - 2) The AFSA chapter president shall inform the installation commander of chapter activities to be conducted or operated on the installation.
 - 3) AFSA chapters should notify the installation commander in advance of the identity of individuals and groups of individuals, not normally authorized installation access, invited to participate in chapter-sponsored activities conducted on an installation.
 - 4) The AFSA chapter president shall arrange an appropriate meeting between the

incoming chapter executive councils and the installation commander within 45 days of any chapter election or change of the installation commander.

- 5) The Chief Executive Officer shall be notified immediately whenever problems arise between installation officials and the chapter. Such notification shall be made telephonically and followed up in writing.
- 6) Chapters on military installations shall not engage in activities that compete with those of any appropriated fund activity, Base Exchange service store, or Non-Appropriated Fund Instrumentality (NAFI) program without installation commander concurrence.
- 7) Satellite chapter operations. A special category of AFSA operation on military installations is the "Satellite Chapter." A satellite chapter is an AFSA function at a remote or forward operating location where a permanent AFSA chapter is not practical. A satellite chapter will be subordinate to a fully-chartered AFSA Chapter. The Division President/Executive Council will determine what permanent chapter within their division will be the sponsor for the satellite chapter's activity. A satellite chapter will conduct AFSA business on behalf of the parent chapter and shall be managed IAW the Association's Bylaws, Policies and Procedures, and other manuals. All satellite chapter officers must be AFSA members in good standing. The satellite chapter will be led by a locally elected President, Vice President, and three Trustees. The executive council will be assigned to the installation as either permanent party or forward deployed temporary duty members. The terms of office will be locally determined with the concurrence of the Division President/Executive Council. The satellite chapter leadership will report all activity at the remote/forward operating location to the respective parent chapter for documentation in their quarterly activity reports. Activities will be comprised of community service, legislative awareness, and recruiting and retention activities. If Satellite Chapters meet locate base fund raising requirement, they may raise funds. Any funds earned or expended must be reported to the parent chapter for documentation in their quarterly financial reports.
- 8) Nothing in this directive or any AFSA governing document may be construed as to override an installation commander's discretion in regards to operating or conducting functions on his/her installation.

PRINCIPLE 4 - AFSA MEMBERSHIP. See AFSA Bylaw 4.

SECTION 1. COMPOSITION. See AFSA Bylaw 4, Section 1. The International Executive Council or its designee may grant membership to persons not otherwise eligible for membership, having objectives in consonance with those of AFSA and who have demonstrated dedication to these objectives. Family membership is a class of AFSA membership. Once established, a class of membership shall not be changed by divorce.

SECTION 2. QUALIFICATIONS. See AFSA Bylaw 4, Section 2.

SECTION 3. CLASSES OF MEMBERSHIP. See AFSA Bylaw 4, Section 3.

- a. AFSA Active Membership. See AFSA Bylaw 4, Section 3a. As described in AFSAM 100-1, members must have been honorably discharged on their final discharge to qualify for membership. As it regards to membership, honorably discharged includes an Honorable Discharge and a General Discharge (Honorable Conditions).
- b. Family Membership. See AFSA Bylaw 4, Section 3b.
- c. AFSA Associate Membership. See AFSA Bylaw 4, Section 3c.
 - 1) Department of the Air Force civilian employees and Civil Air Patrol members, if not otherwise eligible for Active membership, may be granted Associate membership.
 - 2) Members holding “Active membership” who are subsequently commissioned as officers shall be reclassified as Associate members.
 - 3) AFSA Corporate Membership and under the associate class. The AFSA Corporate membership program was implemented April 1, 1988. The Corporate Membership category was established to allow commercial businesses/corporations an opportunity to support the Association. The Corporate Membership program will be established, implemented, controlled, and adjusted by International Headquarters' staff with the advice and approval of the Executive Council. Headquarters is the only one authorized to solicit and obtain Corporate Members for AFSA. Corporate members are not eligible to vote/hold office.

SECTION 4. RESIGNATION OR TRANSFER FROM CHAPTER. Any member may resign or transfer from a chapter by filing a written resignation (e-mail or postal) with the International Headquarters. Such resignation/transfer from the chapter shall be effective upon receipt by the International Headquarters, and the member shall be placed in unassigned member status (Chapter 0000) or be transferred to another chapter of the members' choosing.

SECTION 5. MEMBERSHIP DUES. See AFSA Bylaw 4, Section 8.

- a. All individual AFSA membership dues shall be paid in the amounts and for the period specified below (Honorary members do not pay dues):
 - 1) One Year - \$36 (All ranks, active duty, Air National Guard, Air Force Reserve, Retirees, Veterans, Family).
 - 2) Two Years - \$63
 - 3) Three Years - \$89
 - 4) Life – Age 40 and Under - \$650
Age 41-50 - \$550
Age 51-60 - \$450
Age 61 and Above - \$350
 - 5) Headquarters will devise and conduct special limited membership campaigns as approved by the Executive Council.

Membership includes the association's magazine, entitlement to \$1,000 accidental death and dismemberment insurance, plus all other membership benefits.

- b. In rare and special circumstances the International Executive Council may waive payment of a member's dues.
- c. If, after paying regular membership dues, a member elects to become a Life Member, credit shall be given for the last paid dues payment.
- d. Although local chapters may solicit and receive voluntary contributions from their members, no dues in addition to those set forth in these policies and procedures may be required as a condition of membership and entitlement to all membership benefits, including the right to hold office and participate fully in the local chapter's activities.
- e. In any instance where duplicate dues/fees are collected, AFSA headquarters in coordination with the affected Division President, will initiate corrected action.

SECTION 6. MEMBERSHIP RENEWALS. Members may renew their membership anytime during the current membership period at the dues rate detailed in [Section 5](#), with the exception of special campaigns implemented by Headquarters, as approved by the Executive Council. These special campaigns will only be available to members or non-members for which the campaign is designed for. Members whose dues remain unpaid as of midnight on the last day of their final active membership month will have their membership rendered inactive. Members remain inactive until reinstated to active membership status by renewing their membership at the current dues rate in [Section 5](#). Payment of back dues is not required to reactivate their membership.

SECTION 7. DISPOSITION OF DUES OF DECEASED LIFE MEMBERS. Although Life membership dues may be used for general association purposes, an amount equal to such dues shall be paid at death in accordance with Life Membership Dues Disposition authorization/instructions (the expressed desire of the member) on file at International Headquarters for those joining prior to September 1993. For Life members joining after September 1993, an amount equal to the paid-in Life membership dues will be upon their death memorialized in their name to the Airmen Memorial Building Fund.

SECTION 8. PAYMENT OF DUES TO INTERNATIONAL HEADQUARTERS. Members shall promptly remit to International Headquarters all dues collected from new and existing members.

SECTION 9. DEFINITION OF DEPENDENT CHILDREN FOR SCHOLARSHIP PURPOSES. Unmarried children, including legally adopted children or stepchildren, of an AFSA member, who have not passed their 23rd birthday and are, in fact, dependent on the parent or guardian for over one-half of their support.

SECTION 10. VOTING AND ELIGIBILITY TO HOLD OFFICE. See AFSA Bylaw 4, Section 9.

SECTION 11. WIDOWS/WIDOWERS WHO ARE AFSA MEMBERS. If an AFSA Life membership is transferred to a widow/ widower, he/she shall be assigned to the Family Member category (unless eligible for Active AFSA membership).

PRINCIPLE 5 - ANNUAL AFSA INTERNATIONAL/DIVISION CONVENTIONS AND CHAPTER MEETINGS

SECTION 1. AFSA INTERNATIONAL/DIVISION CONVENTION. Under the Chair of the president, the assembled delegates (provided a quorum is present), shall be the governing body of the association or division upon convening and until final adjournment of the respective Annual International or Division convention. At each Annual International or Division convention, the president shall address the conventions. The American flag and the appropriate association flag shall be displayed at each meeting.

SECTION 2. AFSA INTERNATIONAL CONVENTION PROGRAM. The International Executive Council shall approve the Annual AFSA International Conference/Convention/Meeting program, and 60 days' notice of the program must be given to the members.

SECTION 3. CHAPTER DELEGATES TO THE INTERNATIONAL/DIVISION CONVENTION. To determine the number of total votes authorized at a Convention/Conference/Meeting, the appropriate Credentials Committee uses the HQ strength figures as of the first day of the month proceeding the month in which the convention is held.

SECTION 4. VOTING BY UNASSIGNED MEMBERS AND MEMBERS ASSIGNED TO INACTIVE CHAPTERS AT THE ANNUAL AFSA INTERNATIONAL/ DIVISION CONVENTION. See AFSA Bylaw 5, Section 5.

SECTION 5. RULES OF ORDER FOR THE ANNUAL INTERNATIONAL OR DIVISION CONVENTIONS

- a. Delegates. See AFSA Bylaw 5, Section 4.
- b. Roster of Delegates. The Credentials Committee shall prepare a roster of delegates and present it to the convention chairperson. Any delegate may examine this roster.
- c. Attendance. Business meetings of the Annual International or Division Conventions/Conference/Meetings are public sessions, except when otherwise mandated by the delegates. Delegates shall be in attendance at each and every meeting during the convention. Roll calls shall be taken at all meetings where votes are to be taken to elect officers or to change or modify Bylaws, unless a motion is approved by a 2/3 vote to suspend roll call voting. If approved for Bylaws changes, such roll calls shall be made part of the minutes.
- d. Seating
 - 1) Head Table-International
 - a) The AFSA head table shall consist of two tiers. The top tier shall consist of the convention chairperson, AFSA Vice President, AFSA Trustees, Chief Executive Officer, and parliamentarian. The lower tier shall consist of the Division Presidents. The convention chairperson in accordance with guidelines provided by the AFSA International Executive Council may make modifications in the foregoing seating arrangement.
 - b) Variations of head table arrangements, to include others, may be required and are authorized to accommodate the convention facilities and meeting space.

- 2) Head Table-Division. The head table shall consist of two tiers. The top tier shall consist of the convention chairperson, Division Executive Council members, and parliamentarian. The lower tier shall consist of designated key AFSA International Executive Council or AFSA Headquarters Staff members when present, recording secretary, and other persons designated by the convention chairperson whose presence is essential during transaction of official business. Variations of head table arrangements, to include others, may be required and are authorized to accommodate the convention facilities and meeting space.
 - 3) Past AFSA International Presidents. Past International Presidents shall be seated in a place of honor in a designated area.
 - 4) Delegations. Delegations may sit together in designated areas.
- e. Presiding Officer. The AFSA or Division President, as convention chairperson, shall preside at the business meetings of the convention. If the chairperson vacates the Chair during such meetings, the vice president shall assume the Chair. If the vice president is not present, the president shall appoint another member of the AFSA International or Division Executive Council as chairperson. The office of temporary chairperson terminates when the chairperson returns to the Chair.
- f. Duties of the Presiding Officer. The presiding officer shall:
- 1) Preserve Order. The presiding officer may appoint a sergeant-at-arms and other members to assist in preserving order.
 - 2) Rules. Require the rules set forth in these Policies and Procedures be followed.
 - 3) Procedures. Decide questions of order and procedures.
- g. Order of Business. The first business meeting shall be an AFSA meeting. Subject to change by the International Executive Council prior to the convention, or by a two-thirds vote of the delegates present at the conference/convention/meeting.
- 1) Call to Order by Chairperson
 - 2) Invocation at the first business meeting only
 - 3) Pledge of Allegiance to the U.S. Flag at the first business meeting only
 - 4) AFSA Preamble as appropriate at the first business meeting only
 - 5) Credentials Committee Report as appropriate
 - 6) Roll Call to Determine Quorum as appropriate
 - 7) Approval of Convention Agenda

- 8) AFSA International President or Division President, Reports
- 9) Chief Executive Officer's or Secretary-Treasurer's Report
- 10) AFSA Committee Reports
- 11) Special Committees or Task Force Reports
- 12) Election of Officers
- 13) New and Other Business. (Except for matters determined by the Chair to be of extraordinary urgency or otherwise warranting immediate action, all such business shall be referred to an appropriate council/committee for future study/evaluation.)
- 14) Closing Prayer at final joint business meeting only
- 15) End of Convention. Adjournment Sine Die.

h. Decorum, Privileges, and Time Limitations

- 1) When a delegate desires the privilege of the floor, the individual shall rise, face the chairperson, address the chairperson as "Mr. Chair" or "Madam Chair" and, when recognized, shall state his/her name and the name and chapter number, or his/her status as a delegate-at-large.
- 2) A delegate granted the privilege of the floor shall address the Chair and limit remarks to the pertinent question. In speaking, the delegate should discuss issues in a calm, dignified, and logical manner, and shall endeavor to avoid personalities whenever possible. If called to order by the Chair, the delegate must stop and wait until the chair grants permission to proceed.
- 3) Only duly accredited delegates shall participate in the business coming before the convention, except that the executive councils members, past presidents, and other key individuals who are not delegates, may be granted the privilege of the floor, without vote, at the discretion of the chair.
- 4) Unless specifically authorized, no person may speak more than once on the same question, except that the delegate who made the motion under discussion may close the debate on it. However, committee chairpersons are specifically authorized to speak more than once on matters pertaining to their committees' reports. After being recognized, a person may not speak more than three minutes, at one time, on a question. This limitation, however, does not apply to a person presenting a report with recommendations, although they should endeavor to do so in no more than five minutes. In this respect, unless the convention chair otherwise directs, written reports should be summarized orally. At the chairperson's discretion, time limits may be extended or decreased for good cause.

- i. Verification of Quorum, Delegates Present, and Voting Strength. A roll call of the delegation shall be conducted as called for by the chairperson. The chapter chief delegates (or acting chief delegates), or delegate-at-large, shall rise when called, face the Chair, announce their names, chapter numbers, number of delegates present and voting strength assigned, then remain standing until the Chair confirms recording of the information by repeating same.
- j. Procedural Matters (includes approval of reports, agendas, summaries, motions, etc.)
 - 1) Voting shall be by voice vote. When the chairperson is in doubt, the chairperson may call for a show of hands or ask the delegates to rise.
 - 2) When a proposal has been adopted or rejected, it shall be considered as finished business and be given no further consideration, unless reconsidered upon a call of delegates, i.e., a motion and five seconds from different delegations who voted with the prevailing side.
Similarly, a motion to rescind must be made and seconded by five delegates from different delegations who previously voted with the prevailing side. Each such motion shall require majority approval of the delegates.
 - 3) All proposals adopted shall become effective immediately upon adjournment unless otherwise specified.
 - 4) A motion to commit, recommit, postpone indefinitely, postpone to a certain time, lay on the table, or take from the table shall require five seconds, each by a different delegate from a different chapter or unit represented by a delegate-at-large. Each such motion shall require majority approval of the delegates.
 - 5) A roll call vote of delegates shall be held only if a voice; rising or similar vote is determined by the chairperson to be in doubt; or upon a call of five different delegates from different chapters or units represented by a delegate-at-large, and with majority approval of the delegates.
 - 6) A roll call vote of chapter delegates in attendance shall be in accordance with the numerical sequence of the chapters' numbers. The votes of delegates-at-large shall be cast alternately before and after the call of the chapters. The sequences of votes are determined randomly by the credentials committee. In the event of a need for second or subsequent (e.g. runoff) voting, a new random sequence will be followed.
 - 7) On a roll call vote, the chief delegates (or acting chief delegates) of the chapters, or delegates-at-large, shall rise when called, face the Chair, announce their names, state the number of delegates present and the vote, and remain standing until the Chair confirms recording the votes by repeating same. Any member of a delegation may challenge the announced vote of the delegation.

k. Election and Caucus Procedures: The election process for AFSA shall consist of individual nominations, a caucus, and elections. The Senior Advisor shall act as the chairperson for the election process and is the chairperson of the credentials committee. The chairperson shall solicit assistance, as necessary to complete the election process. NOTE: Election procedures are considered closed sessions and as such these sessions cannot be videotaped, streamed, or transmitted by electronic means. Anyone caught violating this policy could face censure which could include loss of AFSA membership. The EC will determine level of censure.

1) Caucus

- a) The caucus is an informal meeting of the delegates and the candidates.
- b) The chairperson will announce the name of the office for which a vacancy exists (i.e. the office of President). Then he/she will report to the delegation, the name of the candidate submitting a resume for that office. If a vacancy was created as outlined in AFSA Bylaw 6, Section 3, the chairperson will ask if there are members seeking that respective office. Those submitting a resume or candidates from the floor will be invited to come forward and be seated. Each candidate may address the delegation prior to the questioning period. Each candidate will have three minutes to address the delegation.
- c) The caucus process shall consist of those declared and, if applicable, the candidates from the floor. The chairperson shall serve as the caucus moderator and is the final authority on the validity of the question being asked. If, in the chairperson's opinion, the question is deemed inappropriate or has already been asked, the question will be disallowed. Questions can be asked of a specific candidate or all candidates. Questions will be written, will indicate who should answer, and will be delivered to the chairperson prior to the caucus close.
- d) Questions are asked in a random order, by Division, as determined by the chairperson. Divisions are limited to one question per round. If there is no question, the Division will indicate that it does not have a question for the round. The questioning will continue until all Divisions indicate they have no further questions. At that time, the chairperson will close the caucus session.

2) Elections

- a) The election process is run by the chairperson. The chairperson will appoint a necessary number of Sergeants-at-Arms to secure the election room (if necessary) prior to and during the elections and to escort candidates during the election process. The actual voting process shall be accomplished by roll call vote of those chapters and delegates-at-large in attendance. The order of the roll call shall be by random selection, as determined by the chairperson.

- b) Candidates for the office of President may have their names formally entered into nomination by a five minute nominating speech and a three minute seconding speech. Demonstrations, not to exceed five minutes, shall be allowed to follow the nominating and seconding speeches.
- c) Nominating speeches for vice president and trustees shall be limited to a three minute nominating speech and a two minute seconding speech. Demonstrations, not to exceed five minutes, shall be allowed.
- d) The chairperson shall open the floor for nominations for the offices being contested. For elections of officers at International Conferences/Conventions/Meetings, this only applies in the case of a vacant office as outlined in AFSA Bylaw 6, Section 3. Individuals are discouraged from running for office just prior to the elections. However, if nominated and seconded, the new candidate will be asked the same questions presented to the candidates at the caucus. The newly nominated candidate will only be allowed to answer the caucus questions, with no opening or closing remarks, nominations or seconding speeches.
- e) The chairperson shall announce that balloting shall proceed unless there is only one nominee, in which case, a motion is in order to elect by acclamation. If there is more than one nominee, the chairperson shall begin the roll call vote by announcing the number of the chapter or delegate-at-large selected by random drawing and number of votes allowed from the numbered chapter. The chief delegate of the called chapter shall respond with the name or names of the selected candidates and the number of votes being cast for each candidate. Any member of a delegation may challenge the announced vote of the chapter.
- f) When the chief delegate of a chapter is also a candidate for office and there are no other accredited chapter delegates to vote, the following shall apply:
 - i) The delegate will furnish written instructions on how to cast the votes for that office with an impartial person designated by the official conducting the elections.
 - ii) In the event there are more than two candidates for the office, and a run-off ensues, written voting instructions must be given to the Caucus Chairperson by the delegate prior to the “delegate-candidate” leaving the room.
- g) Balloting shall continue, with the candidate receiving the least number of votes being dropped at the end of each ballot, until a candidate has received a majority of the possible votes.
- h) Upon conclusion of the balloting for each office, all candidates shall be afforded the opportunity to address the convention.

- i) When candidates fail to be elected to the office to which nominated, they may be nominated from the floor for any other office when nominations are opened for that office. For election of officers at International Conferences, Conventions, and/or Meeting(s), this only applies if the criteria in AFSA Bylaw 6, Section 3 are met to allow for floor nomination.
 - j) If a member of the executive council is nominated and elected to an office other than the one occupied, such election shall automatically terminate the unexpired term of the held office. In such an event, the convention shall proceed to elect a successor (except for Division Presidents) to serve the unexpired term of the other office.
- l. Amendments to the Bylaws and Business Items (other than approval of reports, agendas, summaries, motions, etc.)

Voting shall be by roll call vote of those chapters and delegates-at-large represented by a delegate or delegation unless a motion is made to suspend the roll call vote. Such motions must be approved by a two-thirds vote. A motion to suspend roll call voting will only apply to bylaw amendment(s) or other business currently under consideration by the delegates. The Chairperson is responsible for adherence to the two-thirds vote requirement/assigned voting.

m. Duties of Past Presidents

- 1) Moderate the convention caucus;
- 2) Moderate the convention elections;
- 3) Perform other duties as assigned by the International or Division President.
- 4) Serve on the Past Presidents' Council (division/chapter only) upon request.
- 5) Provide advice and represent AFSA, or the division upon request of the respective president or executive council.

SECTION 6. MANAGEMENT OF THE ANNUAL AFSA INTERNATIONAL CONVENTION

- a. Convention Director. The Chief Executive Officer shall be the Convention Director, and shall plan, program, administer, and manage convention activities, except that the Convention Director shall not exercise authority over the conduct of official business meetings.
- b. Convention Plan. Annually, the Convention Director shall prepare a detailed convention plan, setting forth-specific arrangements, aims of the convention, and other

planning and programming data considered essential to a successful convention. This plan shall be presented to the International Executive Council at their first meeting during the next calendar year.

- c. Division Participation. The division in which the event is held may be designated as the host division. The Host Division performs such duties as approved by the International Executive Council or its designee.

SECTION 7. MANAGEMENT OF THE ANNUAL DIVISION CONVENTION. The Division Executive Council shall manage the Annual Division Convention, assisted by the host chapter.

SECTION 8. RULES OF VOTING

- a. International. See AFSA Bylaw 5, Section 6.
- b. Division. A majority vote of the respective delegates present and voting (to include assigned voting strength) shall determine all questions at the Annual Division Convention, except certain procedural matters.

SECTION 9. PLACE, DATES, AND QUORUM

- a. International. See AFSA Bylaw 5.
- b. Division. The annual division convention shall be held at such time and in such place as designated by the Division Executive Council. Quorum requirements will be consistent with the International Conference/Convention/Meeting.

SECTION 10. CHAPTER MEETINGS. Items unique to chapters and not covered in other areas or principles.

- a. Place and Date. The AFSA Chapter Executive Council shall determine the place and dates of all general membership meetings. General membership meetings shall not be held on a regular basis outside the boundaries of the respective chapters. No general membership meetings shall be held outside the boundaries assigned to their respective divisions without the respective Division President's prior approval.
- b. Frequency of Meetings. A general membership meeting should be held monthly; however, one general membership meeting must be held at least quarterly.
- c. Notice of Meetings. Notice of the time and place of general membership meetings shall be given to each member at least ten days prior to the meeting. Notice may be made by individual postal or electronic mailing or by publication. If notice is given by publication, such notice may be in a periodical published to individual members, such as a chapter newsletter, or in a periodical of general circulation in the chapter area, such

as a base bulletin, base newspaper or local newspaper. The annual general membership meeting to elect officers shall be held during the months of January.

- 1) Chapters that establish a set time and place (for example, third Thursday of each month, 7:30 p.m., at the Club) for general membership meetings must provide notice of the set meeting time and place at least annually. Such chapters are encouraged, to give members additional notice prior to each subsequent regular meeting, as long as the meeting time and place remains unchanged. New notice is required, at least ten days in advance, before any general membership meeting may convene after the time or place for such meeting has been changed.
 - 2) Notice of time, place, and agenda for any special meeting shall be mailed to each chapter member at least ten days prior to the meeting, as determined by postmark. No special meeting may be conducted without such notice being mailed and recorded in the minutes of the special meeting. At any special meeting, the only business that may be conducted is that listed in the agenda mailed to each member along with notice of such special meeting.
- d. Quorum. A quorum shall exist whenever the number of members present at a general or special membership meeting equals or exceeds the number indicated below. A quorum must exist prior to conducting official business. If a quorum is not present, and proper notice has been provided in accordance with Principle 5, Section 10c, the members present may suspend the quorum by a two-thirds majority vote and proceed with the business of the meeting. The suspension shall be effective for that meeting only. Chapters may adopt local Standing Rules employing different quota requirements and/or suspension of quorum procedures, provided such local Standing Rules are approved by the Division Executive Council prior to implementation.
- | Number of Members in Chapter | Number of AFSA Members Present |
|------------------------------|--------------------------------|
| 501—or more | 20 |
| 201—500 | 15 |
| 25—200 | 10 |
- e. Presiding Officer. The AFSA chapter president shall preside over all chapter meetings. If the president is absent or vacates the Chair during such meetings, the vice president shall assume the Chair. If neither the president nor vice president is present, the Chapter Executive Council members in attendance shall select a temporary chairperson. The office of temporary chairperson terminates when the president or vice president returns.
- f. Agenda. Whenever possible, a detailed agenda containing items to be discussed at the meeting should be prepared by the respective Chapter Executive Council. This agenda should be furnished to each chapter member in advance of the meeting.
- g. Order of Business: Refer to [section 5](#).

- h. Decorum, Privileges, and Time Limitations: See [section 5h](#).
- i. Voting: See [sections 5j\(1\) and \(2\)](#).

PRINCIPLE 6 - OFFICERS

SECTION 1. CRITERIA FOR CANDIDATES VYING FOR AN ELECTED INTERNATIONAL OFFICE

- a. General. Any AFSA member seeking an elected office on the International Executive Council (it is suggested that each and every member should consider such action), should possess the following criteria as minimum requirements in order to more appropriately fulfill these responsible offices. Foremost, candidates must meet the prerequisites set forth in AFSA Bylaw 6, Section 2. A prime consideration, of course, is that a candidate must be a member in good standing.
 - 1) Candidates for the Office of the AFSA International President and the AFSA Vice President. To more fully prepare the candidates for this most responsible office, they should have served at least one year in a lesser office on the International Executive Council. This shall enable them to have the necessary “higher level” experience and to have obtained a working knowledge of the function of that office.
 - 2) For other elected offices. It is desirable that the candidates should have served at least one year as a chapter officer for a minimum requirement. It is desirable that candidates should have served at least one year as a chapter president to better understand the problems of chapters and to know how best to cope with them in providing appropriate solutions.
- b. Submission of Intent and Résumé to AFSA Headquarters
 - 1) For reasons stipulated in preceding Section 1a, AFSA Headquarters must be in receipt of a properly prepared AFSA Form 100-10E, "Resume of Candidate for Elected Office," as described in AFSA Bylaw 5, Section 5 para a. Additional lead-time would be most helpful to allow International Headquarters time to notify the general membership and chapters of the candidates' intentions. This lead-time also allows the chapters' membership to hold a meeting to discuss what support its delegation shall render to the candidates.
 - 2) Résumés should cover AFSA activities/involvement, and military assignments to reflect experience that could apply toward AFSA leadership. Include involvement in civilian/military communities, and fraternal organizations including offices held. All these contribute toward better credentials for consideration by the membership.

SECTION 2. ASSUMPTION OF INTERNATIONAL OFFICE

- a. Except for Division Presidents, who shall assume office at the close of their respective division conventions, each elected officer shall take office immediately upon installation at the close of the Annual AFSA International Conference, Convention, and/or Meeting(s).
- b. Removal of a Division President in accordance with Bylaw 6, Section 7, automatically terminates the incumbent's status as a Division President as well as membership on the International Executive Council.
- c. Resignation by a Division President from membership on the International Executive Council automatically terminates the incumbent's status as a Division President. Similarly, resignation as a Division President automatically terminates membership on the International Executive Council.
- d. If a Division President moves from his place of residence to a location outside the boundaries of the division after election or assumption of office, it is AFSA policy that the individual shall submit a written resignation to the International President. The International Executive Council will consider the effect of the changed location upon the individual's ability to fulfill the responsibilities of the office. The resignation shall normally be accepted unless it is determined, in light of all known facts and circumstances, that it is in AFSA's best interest that the incumbent Division President continue to serve in that capacity.

SECTION 3. QUALIFICATIONS FOR ELECTION TO AND CONTINUATION IN OFFICE. Any member, otherwise eligible to hold elected office at the chapter, division or international level, may be elected and may, once elected, continue to hold office, with the following exceptions:

- a. Members elected to chapter or division office (other than division or chapter presidents), who subsequently change their place of residence to outside the chapter or division boundaries, must resign or submit a request for waiver to their respective executive council. Division Presidents must request a waiver from the International Executive Council; chapter presidents must request a waiver from the Division Executive Council.
- b. Any elected officer, at any level, must resign the elected office before commencing employment with the Air Force Sergeants Association.

SECTION 4. ELECTED INTERNATIONAL OFFICERS. See AFSA Bylaw 6, Section 1.

SECTION 5. ELECTED/APPOINTED DIVISION AND CHAPTER OFFICERS

a. The elected/appointed officers of the division or chapter shall be:

<p>Elected President Vice President 1st Trustee 2nd Trustee 3rd Trustee</p>	<p>Appointed Other Trustees* Airmen Activity Coordinator (AAC)* Secretary/Treasurer*</p>
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* Position is appointed by the respective division or chapter president, as determined by the division convention delegates or chapter's general membership and the skills and abilities of the candidate.

b. Qualifications. Any member otherwise eligible to hold office may be elected to office in the respective chapter, or in the division to which the chapter belongs, regardless of the member's residence, although the location of the member's residence may be considered by chapter members and delegates when they vote in chapter or division elections.

SECTION 6. DESIGNATION OF DIVISION/CHAPTER COMPONENT REPRESENTATIVES. The Division or Chapter President may designate component representatives for any or all Active Duty, AFRC, ANG, retired and veterans affairs and family affairs, if applicable.

SECTION 7. NOMINATION AND ELECTION OF CHAPTER OFFICERS. At least 30 days prior to the convening of the annual membership meeting, to be held in the month of January of each year, where elections are to be held, the nominating chairperson shall invite nominations from the membership for all chapter officer vacancies. Any person nominated for a chapter office shall have given prior consent to nomination and election as an officer. NOTE: A waiver to chapter elections being held in the month of January may be granted by the respective Division President based on extenuating circumstances.

- a. Prior to the vote for each office, the presiding chairman shall announce the name of the office for which a vacancy exists (i.e. the Office of President, Vice President, etc.). The chairman shall then report to the chapter the name of the nominees, for that office, as submitted by the Nominating Activity Chairman. The presiding chairman shall then open the floor for nominations for that office. When there are no further nominations the chairman declares the nominations are closed.
- b. Elections to each office shall be held, in sequence, by open or secret ballot, as determined by the majority of the members present.

SECTION 8. TERM OF OFFICE FOR DIVISION OFFICERS. Each elected or appointed officer shall take office at the close of the respective division convention, and shall serve the term of office indicated below or until a successor has been duly elected or appointed and assumes office.

- a. The president shall serve for two years (even-numbered divisions elect in even-numbered years and odd-numbered divisions elect in odd-numbered years).
- b. The vice president (even-numbered divisions) shall serve for two years, beginning with odd-numbered years.
- c. The vice president (odd-numbered divisions) shall serve for two years, beginning with even-numbered years.
- d. Trustees shall serve for one or two years, as approved by the general membership and specified in the standing rules.

SECTION 9. TERM OF OFFICE FOR CHAPTER OFFICERS. Newly elected or appointed officers from the annual membership meeting, shall assume office in February of the new year. NOTE: A waiver to newly elected officers assuming office in the month of February may be granted by the respective Division President based on extenuating circumstances.

- a. All Chapter elected or appointed officers shall serve for one or two years, as approved by the general membership and specified in the respective Chapter Standing Rules.
- b. On remote installations, outside the continental U.S. only, Chapter Standing Rules may modify terms of office, provided the normal tour of duty is two years or less.

SECTION 10. VACANCIES – DIVISION. In the event of death, inability to serve, or resignation, such vacancy shall be filled as follows:

- a. Division Presidents. The Vice President shall fill a vacancy in the office of Division President for the unexpired term unless the unexpired term includes a period when a division convention is held. If so, the assumption of office shall be temporary until the position is filled by election to that office for the balance of the unexpired term.
- b. Other Vacancies. All other vacancies shall be filled until the next convention by appointment of the Division President, subject to the approval of the Division Executive Council. (See [Principal 6, Section 5](#))
- c. Vacancies During Convention. Vacancies arising during a convention shall be filled by election or appointment, as determined by the delegates.

SECTION 11. VACANCIES – CHAPTER. In the event of death, inability to serve, or resignation, such vacancy shall be filled as follows:

- a. President. The vice president shall fill a vacancy in the office of chapter president. If the office of vice president is vacant and a vacancy occurs in the presidency, the Chapter Executive Council shall select a president pro tem to serve until the next general membership meeting, at which time a special election shall be held.
- b. Other Vacancies. All other vacancies shall be filled by appointment of the chapter president, subject to the approval of the Chapter Executive Council. If the unexpired term includes a period when a general membership meeting is held, the appointment shall be temporary until the next general membership meeting is held. The position shall then be filled by election or appointment (as determined by the chapter general membership) to that office for the balance of the unexpired term.

SECTION 12. DUAL OFFICES – DIVISION. Members elected or appointed to AFSA International office or as a Division President may not hold any other office within the AFSA structure. This restriction does not apply to the following appointed positions within AFSA Divisions and Chapters: Historian, Secretary, Treasurer, Chaplain, Sergeant at Arms, and Senior Advisor.

SECTION 13. REMOVAL OF INTERNATIONAL/DIVISION OFFICERS (EXCEPT CODE OF CONDUCT VIOLATIONS). See AFSA Bylaw 6, Section 7. After due notice and hearing on sworn written allegations, the International Executive Council or Division Executive Council may remove any elected officers at that level or a lower level organizational element of the association, for cause, by the three-fourths vote of all its members. Such allegations may arise from a member or any other person, but proof of the allegations shall be the responsibility of the accuser. Accused officers may submit their defense in writing or in person, at a time and place convenient to the committee or councils responsible for the removal action. Removal of the Division President automatically removes that officer from the International Executive Council. Additionally, removal of a Division President from the International Executive Council also removes that individual from the office of Division President.

SECTION 14. REMOVAL OF CHAPTER OFFICERS (EXCEPT CODE OF CONDUCT VIOLATIONS). See AFSA Bylaw 6, Section 7. The Chapter Executive Council, in its discretion, may remove any chapter officer utilizing the procedure prescribed in Principle 6, Section 13, above. Among the grounds for removal shall be unexcused repeated absence from regularly scheduled meetings of the chapter or its executive council.

PRINCIPLE 7 - DUTIES OF OFFICERS

SECTION 1. INTERNATIONAL. See AFSA Bylaw 7.

- a. AFSA International President. The International President exercises the powers and performs the duties assigned this office by the AFSA Bylaws and the Policies and Procedures Manual. As International President, the person serves as the Association's principal representative in all matters pertaining to its affairs--particularly to the articulation of its established policies and objectives. In addition, the International President guides the Association's policy, philosophy, and over-all direction within the mandates of the Bylaws, the Annual AFSA International Convention, and the International Executive Council. The International President ensures that the will of the membership as a whole, within said mandates, is faithfully reflected in the Association's management and operation, presides at International conventions and meetings of the International Executive Council, and serves as an ex-officio (voting) member of each standing and special committee. The International President also confers and consults regularly with the Chief Executive Officer (CEO) in the implementation of association policies and submits unresolved conflicts with the CEO to the Executive Council. The International President is vested with the inherent authority to exercise immediate discretion in the interests of the Association or its members, subject to ratification by the governing body at its next regularly scheduled meeting, provided such interim decisions remain within the spirit and intent of the AFSA Standards of Conduct outlined in AFSA Manual 100-3. Additionally, the International President will be the official AFSA representative to the governing boards of the Airmen Memorial Foundation and the Airmen Memorial Museum.
- b. AFSA Vice President. The AFSA Vice President shall perform such duties as may be assigned by the President within the terms of the AFSA Bylaws and the Policies and Procedures Manual, and performs such other duties normally accompanying that office.
- c. Division Presidents. Division presidents shall be responsible for attending all meetings of the AFSA International Executive Council, participating fully in its deliberations and decisions, and performing such other duties as may be assigned by the International President and approved by the International Executive Council. Division presidents shall also perform duties within the division as prescribed in [Section 2a](#) of this principle.
- d. AFSA Senior Advisor. The senior advisor shall be a past international president and shall serve in an advisory capacity to the AFSA International President, the AFSA International Executive Council. The Senior Advisor shall be a non-voting ex-officio member of the International Executive Council.
- e. AFSA and Auxiliary Past International Presidents and Lifetime Trustees. Past AFSA and Auxiliary International Presidents, after retirement from the office of International President, shall hold an honorary title of "Past President." All other former national and international officers shall be designated as Lifetime Trustees.

Past International Presidents and Lifetime Trustees shall advise the International Executive Council or President upon the Council's or President's request. They shall actively participate in the AFSA chapters' organization and operation wherever they may be situated. They are encouraged, to the best of their ability, to attend the Annual AFSA International Conference/Convention/Meeting and participate in promotional and public relations activities aimed at enhancing the AFSA image. They shall not be compensated for their services; however, they may be reimbursed for incidental and necessary expenses incurred in the performance of extraordinary or special missions as directed by the International President. Past International Presidents may assist in the development of the AFSA long-range strategic plans. In addition to the opportunity to perform duties and responsibilities, and in view of their status, past International Presidents and Lifetime Trustees shall be afforded honors and recognition commensurate with their position.

- f. Past Presidents' Council. Past presidents, as individuals having specialized expertise in matters relating to the operation and management of the chapter, may be appointed to a Past Presidents' Council. Members of the Past Presidents' Council shall not receive compensation for services rendered; however, they may be reimbursed for incidental and necessary expenses incurred in the performance of special missions as directed by the International President.

SECTION 2. DIVISION

a. President

- 1) The president shall serve as Division Executive Council and Annual Division Convention chairperson. The president shall also serve as an ex-officio member with the right to vote on any and all activities or task forces except those dealing in nominating activities. The president shall make all required appointments with the approval of the Division Executive Council.
- 2) At the Annual Division Convention and such other times as the president shall deem proper, the 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 usefulness of the division.
- 3) The Division President is the representative of the International President within the division.
- 4) The president shall visit division chapters, ascertaining whether meetings are conducted properly, records are properly maintained, funds accounted properly, and whether the officers are complying with the AFSA Bylaws and the Policies and Procedures Manual. Any substantial deviations shall be immediately reported to the International President for action by the International Executive Council.

- 5) The president shall encourage and organize chapters within the division where there are sufficient eligible potential members to establish and sustain a chapter.
 - 6) The president shall, as necessary, report on the conditions existing in the division to the International Executive Council and make such recommendations as are necessary.
 - 7) The president shall perform other duties as directed by the International President.
- b. Vice President. There shall be a vice president whose responsibilities and duties are as assigned by the president, with the approval of the Division Executive Council.
 - c. Trustee. There shall be a minimum of three trustees, who are responsible for attending and participating fully in deliberations and decisions of all division executive council meetings. Trustees may be assigned duties as component representatives and activity chairperson, and perform other duties as may be assigned by the president and approved by the Division Executive Council.
 - d. AFSA Airmen Activity Coordinator. (See [Principle 11, Section 1](#)).
 - e. AFSA Senior Advisor. The Division President shall appoint a past division-level elected officer to serve as the senior advisor. The Senior Advisor shall serve in an advisory capacity to the Division President and Division Executive Council.
 - f. Lifetime Trustees. Lifetime trustees and Past Presidents shall advise the Division Executive Council upon the council's request. Lifetime trustees shall, to the best of their ability, actively participate in the organization and operation of AFSA chapters. They are encouraged to attend division and international conventions and participate in promotional and public relations activities aimed at enhancing the AFSA image. They will not be compensated for their services; however, they may be reimbursed for incidental and necessary expenses incurred in the performance of extraordinary special missions as the President directs. In addition to the opportunity to perform duties and responsibilities, and in view of their status, Lifetime Trustees, Past Presidents and Past Auxiliary Coordinators shall be afforded honors and recognition commensurate with their positions.
 - g. Past Presidents' Council. Past Division Presidents, as individuals having specialized expertise in matters relating to the operation and management of the division, may be appointed to a Past Presidents' Council. Members of the Past Presidents' Council shall not receive compensation for services rendered; however, they may be reimbursed for incidental and necessary expenses incurred in the performance of special missions as directed by the Division President.

- h. Delegation of Duties. Volunteer or paid personnel may perform any administrative duties of the Division Executive Council, under the supervision of the Division President.

SECTION 3. CHAPTER

a. President

- 1) The president shall be responsible for all the chapter's management activities. Responsibilities include accountability of assets and other means of assuring responsible financial management.
 - 2) The president serves as chairperson of the Chapter Executive Council and all chapter meetings. The president also serves as a member, ex-officio, with rights to vote on any committees and task forces covering any and all activities except the Nominating Activity. The president makes all required appointments with the approval of the Chapter Executive Council.
 - 3) During chapter meetings, the president communicates to the general membership about matters and suggestions that promote the welfare and increase the usefulness of the chapter. The president serves as the local International Executive Council representative in the chapter area. The president performs such other duties as are necessarily incidental to the office of president or as may be prescribed by the Chapter Executive Council. The president shall normally be the chief delegate to the AFSA Annual Division and International Conferences/Conventions/Meetings.
- b. Vice President. The vice president is responsible for such duties as the president, with approval of the Chapter Executive Council, assigns.
- c. Trustees. There shall be a minimum of three trustees, who are responsible for attending and participating fully in deliberations and decisions of all chapter executive council meetings. Trustees may be assigned duties as component representatives and activity chairperson, and perform other duties as may be assigned by the president and approved by the Division Executive Council.
- d. AFSA Airmen Activity Coordinator. (See [Principle 11, Section 1](#)).
- e. Senior Advisor. The senior advisor shall be a past chapter president and serve in an advisory capacity to the chapter president, chapter executive council and general membership. If the senior advisor is unable to serve, temporarily or permanently, another past president shall be selected to serve.

- f. Lifetime Trustees. Lifetime Trustees and Past Presidents shall advise the Division Executive Council upon the council's request. Lifetime Trustees shall, to the best of their ability, actively participate in the chapter's organization and operation. They are encouraged to attend division and international conventions and participate in promotional and public relations activities aimed at enhancing the AFSA image. They will not be compensated for their services; however, they may be reimbursed for incidental and necessary expenses incurred in the performance of extraordinary special missions as the president directs. In addition to the opportunity to perform duties and responsibilities, and in view of their status, Lifetime Trustees and Past Presidents shall be afforded honors and recognition commensurate with their positions.
- g. Past Presidents' Council. Past Presidents, as individuals having specialized expertise in matters relating to the operation and management of the chapter, may be appointed to a Past Presidents' Council. Members of the Past Presidents' Council shall not receive compensation for services rendered; however, they may be reimbursed for incidental and necessary expenses incurred in the performance of special missions as directed by the chapter president.

SECTION 4. DIVISION/CHAPTER COMPONENT REPRESENTATIVES. The following are set forth for those members, if any, who are designated as "component representatives." Designation of component representatives is optional and used only as needed.

- a. Representative - Active Duty Affairs. Performs duties as the president assigns. Efforts are primarily concentrated on activities and inequities existing within the Active Duty force. The challenge shall be to continually upgrade the enlisted professional force by proposing Active Duty-related programs to the Division/Chapter Executive Council.
- b. Representative - Retired and Veterans Affairs. Performs duties as the president assigns. The major area of concern is the retired and veteran enlisted personnel. This representative shall continually be alert to policies that may adversely affect the USAF retired and veteran members.
- c. Representative - Air National Guard Affairs. Advises on all matters that concern the status of the ANG enlisted force. This representative shall submit recommendations and resolutions for action to the Division/Chapter Executive Council and perform other duties as the president prescribes.
- d. Representative - Air Force Reserve Command Affairs. Advises on all matters that concern the status of the AFRC enlisted force. This representative shall submit recommendations and resolutions for action to the Division/Chapter Executive Council and perform other duties as the president prescribes.

PRINCIPLE 8 - EXECUTIVE COUNCILS**SECTION 1. INTERNATIONAL.** See AFSA Bylaw 8.

- a. Voting by Written Method (Postal, Electronically, or Facsimile). A mail vote may be either postal, electronic, or other courier/delivery service. Any member of the International Executive Council or the Chief Executive Officer may initiate a written poll vote. International Executive Council members shall submit the poll to the Chief Executive Officer for preparation and recording. The Chief Executive Officer is responsible for ensuring that all votes are secured, and results thereof published, as required by the AFSA Bylaws. In the event of an emergency, or when otherwise warranted, members may conduct a telephone poll, which shall be followed up by a written poll within seven days.
- b. Inherent Authority. Refer to Bylaw 8, Section 1.

SECTION 2. DIVISION AND CHAPTER

- a. Authority and Responsibility
 - 1) Division. The governing body of the division, between conventions, shall be the Division Executive Council. The delegates, at a duly constituted convention shall have the power to override any decision made by the Division Executive Council. The Division Executive Council shall have supervision of the division and shall determine its policies or changes therein; it shall actively prosecute its objectives and supervise the disbursement of its funds. The council adopts such rules, regulations, policy and other directives as shall be deemed advisable, but shall not unduly interfere with, or direct, purely internal chapter affairs.
 - 2) Chapter. The governing body of the chapter, between general membership meetings, shall be the Chapter Executive Council. The members, at a duly constituted general membership meeting, shall have the power to override any decision made by the executive council. The executive council shall have supervision of the chapter and shall determine policies or changes therein; it shall actively prosecute its objectives and supervise the disbursement of its funds. The executive council adopts such rules, regulations, policies, and other directives as shall be deemed advisable and may, in the execution of the powers granted, delegate certain portions of its authority and responsibility to activity chairpersons.
- b. Division/Chapter Executive Council Composition. The Division/Chapter Executive Council shall consist of the president, vice president, and a minimum of three trustees who shall be elected as herein prescribed. The senior advisor shall be a non-voting member of the respective Division/Chapter Executive Council. An Airmen Activity Coordinator may be appointed as herein prescribed.

- c. Quorum of the Division/Chapter Executive Council. At any meeting of the Division/Chapter Executive Council, no less than a majority of its members shall constitute a quorum for the transaction of the business of the division/chapter, and any such business, thus transacted, shall be valid, providing it is affirmatively passed by a majority of those present and voting.
- d. Meetings
 - 1) Division. A regular meeting of the Division Executive Council shall be held no less than twice annually, at such times and places as the Division Executive Council may prescribe. Special meetings of the council may be called by the Division President or at the written request of a majority of the council members by a notice mailed, delivered, telephoned, telegraphed or by other electronic means, to each member of the Division Executive Council not less than ten days before the meeting is held.
 - 2) Chapter. A regular meeting of the Chapter Executive Council should be held at least monthly. Whenever possible, this meeting should be held one week prior to the general membership meeting, at such times and places as the executive council may prescribe. Special meetings of the council may be called by the president or at the request of a majority of the council members.
- e. Division/Chapter Voting Rights. Voting rights of the Division/Chapter Executive Council members shall not be delegated to another nor exercised by proxy.
- f. Voting by Mail—Division. A mail vote may be either postal, other courier/delivery service, or electronic. When, in the opinion of the Division President, prompt action is required, but the matter is not of sufficient importance to warrant the calling of a special meeting, a written or telephonic ballot may be employed. When such method of voting is employed, no action shall become effective unless the majority of the entire Division Executive Council approves it. All council members shall be given written notice by paper or electronic, or by other electronic means, of the results of the ballot within 60 days after completion of the voting, and the results shall be duly recorded at the next regular meeting.
- g. Compensation—Division/Chapter. Bylaw 8, Section 7 rules apply to Division/Chapter Executive Council members. They may be reimbursed for incidental and necessary expenses incurred in the performance of official AFSA business to the extent of the availability of division/chapter funds and subject to the provisions of these principles.

PRINCIPLE 9 - INTERNATIONAL COMMITTEES

SECTION 1. STANDING COMMITTEES. The AFSA standing committees shall be:

- a. Budget and Finance Committee
- b. Legislative Committee
- c. Membership Committee
- d. Awards Committee
- e. Credentials Committee
- f. Communications and Technology (IT) Committee
- g. Education and Training Committee

SECTION 2. APPOINTMENT TO AFSA COMMITTEES. In the selection of the chairperson and committee members, the International President shall, to the extent practicable, endeavor to balance the structure of each committee by appointment of members of all components. The International President shall appoint a chairperson of the following committees:

- a. Budget and Finance Committee
- b. Legislative Committee
- c. Membership Committee
- d. Awards Committee
- e. Credentials Committee
- f. Communications & Technology (IT) Committee
- g. Education and Training Committee

SECTION 3. APPOINTMENT TO STANDING COMMITTEES

- a. Time and Term of Appointment. All appointments shall be made by the respective International President as soon as possible after installation but not later than 30 days from the date of installation. All committee appointments (except for Budget & Finance Committee) shall be for the same duration as the respective International President's term of office unless sooner terminated by death, disability, or other cause.

- 1) The International president shall appoint the committee chairperson within five days after the installation.
- 2) Committees' chairpersons shall submit to the International President, ten days after the installation, a minimum of ten names of members they feel are willing to serve on an international committee. The chairpersons should list the full names and addresses of potential members in the priority the chairpersons would like the potential members considered for their committee.
- 3) The International President shall furnish the committees' chairpersons a memorandum containing the complete composition of their committees.

SECTION 4. EXECUTIVE COUNCIL REPRESENTATIVES. The International President shall be a member of all AFSA Standing Committee, and shall also assign a Division Presidents Representative (DPR) or International Trustee to each AFSA Committee. Duties shall include ensuring that the overall interests and concerns of the general membership, based upon the representative's knowledge and experience, are reflected in the committee's actions. As with other committee members, these duties are required and applicable whenever the committee is reviewing programs or proposals and include attendance at committee meetings. These positions should not interfere with or circumvent the chairperson's duties and responsibilities concerning input, reports, and follow-up requirements.

SECTION 5. STAFF LIAISON REPRESENTATIVE. The Chief Executive Officer shall designate employees to serve as staff liaison representatives to provide general administrative and logistical support to standing committees, councils, and task forces. Their duties shall include the briefing of incoming committees, councils, and task forces; gathering of statistical and other data as required; acting as recorder at meetings; and preparation of minutes and other reports reflecting the results of deliberations by committees, councils, and task forces.

SECTION 6. JURISDICTIONAL DISPUTES

- a. When there is a jurisdictional dispute between committee chairpersons, each shall endeavor to resolve the dispute with the other. If they cannot reconcile their differences, both shall present the matter to the respective International President, who shall decide the issue.
- b. When a dispute arises between a committee chairperson and the staff liaison, both shall endeavor to resolve the dispute amicably. If they fail to do so, both shall present the matter to the Chief Executive Officer, who shall attempt to harmonize their differences. If the Chief Executive Officer is unable to resolve the matter satisfactorily with the committee chairperson, both shall present the controversy to the International President for decision.

SECTION 7. METHOD AND FREQUENCY OF MEETINGS

- a. Meetings. Unless otherwise stipulated may be conducted face-to-face, via conference call, or combination thereof as determined by the International President.
- b. AFSA International Executive Council. The AFSA International Executive Council shall meet prior to and immediately following the Annual AFSA International Convention and as otherwise prescribed in the AFSA Bylaws.
- c. Standing Committees. Standing committees shall meet in accordance with an annual schedule approved by the International President or as otherwise directed by the International President.

SECTION 8. AGENDA. An agenda shall be prepared by the committee chairperson in coordination with the respective staff liaison and forwarded to each committee member, International President and Chief Executive Officer at least 15 days prior to the scheduled meeting.

SECTION 9. QUORUM. A majority of the appointed members shall constitute a quorum.

SECTION 10. RULES OF ORDER. International Executive Council and committee meetings shall be conducted in a businesslike manner without undue reliance on formal parliamentary procedures.

SECTION 11. COMPENSATION. Members appointed or assigned to International Committees (with the exception of paid AFSA staff members and consultants) shall not be compensated for their services. However, they may be reimbursed for incidental and necessary expenses incurred in the performance of official AFSA business.

SECTION 12. SPECIAL AFSA COMMITTEES, AD HOC GROUPS OR TASK FORCES. See AFSA Bylaw 9, Section 4.

SECTION 13. AFSA BUDGET AND FINANCE COMMITTEE

- a. Functions. This committee advises on all matters concerning the AFSA's financial affairs. The committee shall review the budget and make suggestions to the Chief Executive Officer and the International Executive Council on the allocation of AFSA funds. It shall be the duty of this committee to review recommended changes to the Bylaws that have a financial impact and draft necessary amendments to be forwarded to the International Executive Council for review and presentation to the general membership at the Annual AFSA International Conference/Convention/Meeting. The committee shall also review and make appropriate recommendations concerning these Principles that have a financial impact on the Association. The committee shall perform other duties as the International President prescribes.

b. Composition

- 1) Total Members: Six
- 2) Chairperson: Appointed by the International President.
- 3) Appointed Members: The committee will be comprised of the Committee Chair; an International Past President, to serve as a Senior Advisor (appointed by the Committee Chair); a Division President or International Trustee Representative and the required number of committee members selected by the Committee Chair and approved by the International President. The chairperson and Division President shall serve for one year. Appointments of other members shall be for a period of three years.

SECTION 14. AFSA LEGISLATIVE COMMITTEE

- a. Functions. It shall be the duty of this committee to act in an advisory capacity on the AFSA legislative policy. It shall ascertain that all AFSA International Officers are notified of impending legislation affecting the membership and recommend action to be taken. The committee shall encourage the submission of proposals by division and chapter organizations and the International Executive Council. Such proposals shall be reviewed by the committee, consolidated, and submitted to the International Executive Council for presentation to the delegates at the Annual AFSA International Conference/Convention/Meeting. This committee shall formulate the AFSA legislative programs and perform such other duties as the International President prescribes.

b. Composition

- 1) Total Members: Six
- 2) Chairperson: Appointed by the International President.
- 3) Appointed Members: The committee will be comprised of the Committee Chair; an International Past President, to serve as a Senior Advisor (appointed by the Committee Chair); a Division President or International Trustee Representative and the required number of committee members selected by the Committee Chair and approved by the International President. At a minimum, the positions listed below shall serve on this committee:
 - a) Committee Chairman
 - b) Trustee - Retired and Veterans Affairs or Division President
 - c) Vacant

d) Vacant

SECTION 15. AFSA MEMBERSHIP COMMITTEE

- a. Functions. It shall be the duty of this committee to consult with the International President, the Chief Executive Officer and others, and prepare recommendations for the International Executive Council. The committee shall advise on policy matters pertaining to membership development, member recruiting and retention, and aid in establishing policy favorable to expanding AFSA growth. The committee may perform other member-related duties as the International President prescribes.
- b. Composition.
 - 1) Total Members: Maximum of nine.
 - 2) Chairperson: Appointed by the International President.
 - 3) Appointed Members: The committee will be comprised of the Committee Chair; an International Past President, to serve as a Senior Advisor (appointed by the Committee Chair); a Division President or International Trustee Representative and the required number of committee members selected by the Committee Chair and approved by the International President.

SECTION 16. AFSA AWARDS COMMITTEE

- a. Functions. It shall be the duty of this committee to advise on matters concerning the administration and management of the AFSA International awards and communications programs, and to submit recommendations for approval/disapproval to the International Executive Council.
- b. Composition
 - 1) Total Members: Five.
 - 2) Chairperson: Appointed by the International President.
 - 3) Appointed Members: The committee will be comprised of the Committee Chair; an International Past President, to serve as a Senior Advisor (appointed by the Committee Chair); a Division President or International Trustee Representative and the required number of committee members selected by the Committee Chair and approved by the International President.

SECTION 17. AFSA CREDENTIALS COMMITTEE. The Senior Advisor will act as chairperson of the Credentials Committee. The International President shall appoint up to

two additional Active members to serve on this committee at least 30 days prior to the convention start date. Members of the Credentials Committee are authorized to receive funding from AFSA for the International Conference/Convention/Meeting registration fee, travel to and from home to the International Convention site, and hotel accommodations during the authorized dates of the International Conference/Convention/Meeting.

This committee's duty is to verify membership in the AFSA and to make recommendations to the International Executive Council as to the eligibility of each delegate for election and his/her right to participate in debates. It shall verify chapter strength in accordance with the AFSA Bylaws. It shall be available to the chapter delegates at the Annual International Conference/Convention/Meeting for considering certification of current chapter membership. The Credentials Committee shall make its report to the Annual International Conference/Convention/Meeting after the introductory addresses and prior to the enactment of any other business.

SECTION 18. EXECUTIVE PERSONNEL COMMITTEE.

- a. Functions: This committee is responsible for the search and selection of Chief Executive Officer candidates and the selection for approval by the Executive Council of those candidates. (Additional Duties of this committee shall be when queried by the CEO or President to grant approval of financial expenditures that exceed the contracted amount of the CEO, until such time that the Executive Council can approve by Poll Vote or Telephonic Poll Vote.)
- b. Composition: Maximum Committee size is six to include the President, Vice President, Senior Advisor, and a maximum of three other individuals appointed by the President. Size is adjustable and can be as small as three if situation dictates.
 - 1) Total Members: Six
 - 2) Chairperson: International President
 - 3) Appointed Members: At the discretion of the International President.

SECTION 19. COMMUNICATIONS AND TECHNOLOGY (IT) COMMITTEE

- a. Functions: This committee is responsible for defining how we communicate and reach our members, measure the effectiveness of our communications, analyze options to improve our communications effectiveness, develop a long term strategic plan with incremental improvements, track before and after benefits, solicit feedback from members, and improve the overall end to end AFSA member experience.
- b. Composition: Maximum Committee size is ten to include the Chair, and Division President Representative.

- 1) Total Members: Maximum of ten
- 2) Chairperson: Appointed by the International President.
- 3) Appointed Members: The committee will be comprised of the Committee Chair; an International Past President, to serve as a Senior Advisor (appointed by the Committee Chair); a Division President or International Trustee Representative and the required number of committee members selected by the Committee Chair and approved by the International President.

SECTION 20. EDUCATION AND TRAINING COMMITTEE

- a. **Functions**: This committee is responsible for defining the overall education and training needs of our members, and designing and implementing training solutions that meet these needs. Members of this committee will work closely with all other committees, the AFSA HQ staff, and Division and Chapter leaders to determine real-time training needs. This committee will follow established Instructional Systems Design (ISD) methods to design, develop, and implement training solutions.
- b. **Composition**: Maximum Committee size is 10 to include the Chair, Division President Representative, Uniformed Services Trustee, HQ AFSA Representative as appointed by the CEO, and Retired and Veteran's Affairs Trustee.
 - 1) Total Members: Maximum of ten.
 - 2) Chairperson: Appointed by the International President.
 - 3) Appointed Members: The committee will be comprised of the Committee Chair; an International Past President, to serve as a Senior Advisor (appointed by the Committee Chair); a Division President or International Trustee Representative and the required number of committee members selected by the Committee Chair and approved by the International President.

PRINCIPLE 10 - DIVISION/CHAPTER ACTIVITIES

SECTION 1. REQUIRED ACTIVITIES. Division/chapter activities or task forces are used as needed, either on a temporary or continuous basis. The required activities of the division/ chapter, which may be conducted by a single individual or any group, are:

- a. Credentials (Division only)
- b. Budget and Finance
- c. Legislative
- d. Membership

- e. Communications
- f. Field Operations
- g. Programs
- h. Nominating (Chapter only)

SECTION 2. SPECIAL ACTIVITIES. The president, with the approval of the executive council, shall appoint only such other activities, councils, and similar task forces as necessary that are not in conflict with other provisions of these Principles.

SECTION 3. ACTIVITY COMPOSITIONS. The division/chapter president shall appoint chairpersons as needed. When selecting the chairperson and members, if any, for the activities, the division/chapter president shall, to the extent practicable, endeavor to balance the structure of each activity by appointment of members of different components. In addition, members of division activities, if any, should be appointed from different states within the division except in unusual circumstances.

SECTION 4. TIME AND TERM OF APPOINTMENT. All activity appointments shall be made by the president as needed. The chairperson and members, if any, of each activity shall serve for the duration required, but not to exceed the president's term, unless sooner terminated by death, disability or other cause.

SECTION 5. JURISDICTIONAL DISPUTES. When there is a jurisdictional dispute between activity chairpersons, each shall endeavor to resolve the dispute with the other. If they cannot reconcile their differences, both shall present the matter to the division/chapter president, who shall decide the issue after securing the executive council's advice.

SECTION 6. FREQUENCY OF MEETINGS. Activities shall meet at times and places as the Division President, Chapter President, or activity chairperson directs.

SECTION 7. AGENDA. An agenda should be prepared by the activity chairperson and forwarded to each activity member, if any, at least five days prior to scheduled activity meetings.

SECTION 8. QUORUM. A majority of the appointed members, if any, shall constitute a quorum.

SECTION 9. RULES OF ORDER

- a. Division. Executive council and activity meetings shall be conducted in a businesslike manner without undue reliance on formal parliamentary procedures.

- b. Chapter. Executive council and activity meetings shall be conducted using Robert's Rules of Order or as otherwise provided for in [Principle 5, Section 10](#), and shall be conducted in a businesslike manner without undue reliance on formal parliamentary procedures.

SECTION 10. ACTIVITY REPORTS. Chairpersons should report their activities to the Division/Chapter Executive Council prior to presentation to the general membership (the AFSA Committee Report form may be used for this purpose).

SECTION 11. COMPENSATION. Members appointed or assigned to division or chapter activities shall not be compensated for their services.

SECTION 12. DESCRIPTION OF REQUIRED ACTIVITIES. The following required activities are the responsibility of the Division/Chapter Executive Council, but may be conducted by any number of chairpersons, officers, or members as required:

- a. Budget and Finance Activity. It shall be the duty of this activity to advise on all matters concerning the administrative and financial affairs of the division/chapter. The activity shall prepare the budget and make suggestions to the respective executive council on the allocation of division/chapter funds. It shall advise on the maintenance and acquisition of the owned or leased space of the division/chapter and shall oversee the procurement of items of equipment, services, and supplies. This activity reviews recommended changes to the AFSA Bylaws and the Policies and Procedures Manual, and drafts necessary amendments to be forwarded to the appropriate division or international committee for review. The activity shall make appropriate recommendations concerning all Policies and Principles, and performs other duties as the president prescribes.
- b. Legislative Activity. This activity shall formulate the division/chapter legislative program. It shall encourage the submission of legislative proposals by division/chapter members. The activity and the Division/Chapter Executive Council review such proposals prior to presentation to the general membership which approves their submission to International Headquarters. This activity performs other duties as the president prescribes.
- c. Membership Activity. This activity promotes membership in AFSA and advises the Division/Chapter Executive Council on policy matters pertaining to membership, recruiting and retention of members, and to aid in establishing policy favorable to expanding the growth of the division or chapter. This activity investigates charges and allegations made against any AFSA member, in the division or chapter that could affect their continuation as an AFSA member, in the division, or the chapter. This activity performs other duties as the president prescribes.
- d. Communications Activity. This activity formulates and implements dynamic protocol

and public/community relations programs by establishing liaison with local commanders, civic leaders, news media, and other military associations. The activity publishes press releases and performs other duties as the president prescribes.

- e. Field Operations Activity. This activity monitors and assists in the activation, operation, reorganization, and deactivation of chapters, local unit representative programs, and other field activities. This activity performs other duties as the president prescribes.
- f. Programs Activity. This activity shall continuously study the operation of the division/chapter; it shall develop plans/programs supporting local commanders and/or communities in furtherance of the aims of the membership, the USAF, and the public. It shall develop an annual plan of operations encompassing fund raising, division conventions, meetings, picnics, banquets, or similar events. This activity shall manage the Division/Chapter Awards Program with the objective to foster pride, incentive, and esprit de corps within the division/chapter. This activity shall recommend policy to the Division/Chapter Executive Council to prevent any bias, inequity, or discrimination in determining eligibility for established or special awards, and perform other duties as the president prescribes.
- g. Credentials Activity (Division Only). This activity verifies membership in the Association and to makes recommendations to the Division Executive Council as to the eligibility of each delegate for election and the right to participate in debates. It shall verify chapter strength IAW the AFSA Bylaws and be available to the chapter delegates at the Annual Division Convention for considering certification of current chapter membership. The activity shall make its report to the Annual Division Convention after introductory addresses and prior to the enactment of any other business.
- h. Nominating Activity (Chapter Only). This activity invites suggestions and/or recommendations from the membership at least thirty days prior to the convening of the annual meeting for those offices that are vacant or about to expire and nominates candidates for the required offices in accordance with this manual. Nominations are then voted upon as prescribed in these Principles.

PRINCIPLE 11 - APPOINTED OFFICIALS

SECTION 1. AIRMEN ACTIVITY COORDINATOR. See [Principle 7, Section 2\[d\]](#). The Division or Chapter President may appoint an Airmen Activity Coordinator (AAC) who must be a member of AFSA, serving in the USAF, Air Force Reserve Command, or Air National Guard, and in the grade of E1-E5. The primary efforts of the AAC shall be to represent the junior enlisted personnel (E1 through E4) to the respective Executive Council. In addition, the Division AAC serves as a member of the International Airmen Activity Council. The AAC serves as the Chair of the Airmen Activity Program Committee (AAPC), which shall conduct programs and projects of interest to Airmen and are beneficial to the division or chapter. The AAPC is also challenged to encourage Airmen

membership and foster Airmen participation within the AFSA. Divisions and chapters may establish specific guidelines for the operation of its AAPC using Standing Rules.

SECTION 2. CHAPLAIN. The respective president or the division coordinator may appoint a chaplain to conduct opening and closing nonsectarian prayers at Annual International/ Division Conference/Conventions/Meetings.

SECTION 3. SERGEANT-AT-ARMS. The respective president or the division coordinator may appoint a sergeant-at-arms to ensure that authorized persons are admitted to meetings and maintain order throughout the course of the meetings as directed by the respective president or the division coordinator.

SECTION 4. HISTORIAN (DIVISION AND CHAPTER ONLY). The respective president may appoint a historian to compile, or cause to be compiled, annually a narrative history of the chapter from the archives of the chapter and from other authentic sources, as well as its activities and accomplishments. The historian shall be the custodian of the charter and such other historical records and documents as may have been collected and compiled, and shall be responsible for the transfer of custody of them to a successor.

SECTION 5. SECRETARY-TREASURER (DIVISION AND CHAPTER ONLY). The respective president shall appoint a member as secretary-treasurer to keep minutes of meetings, distribute literature and notices, keep division/chapter financial records, and be responsible for prompt payment of any chapter obligations from chapter funds. The secretary-treasurer shall perform other duties as the president directs. The position of secretary-treasurer may be a paid position. The president in lieu of a single secretary-treasurer may appoint a separate secretary and treasurer. The chapter membership may adopt a Standing Rule that would allow their secretary and/or treasurer to be voting members of the executive council, provided their secretary and/or treasurer are not paid positions and the individuals serving are Active members.

PRINCIPLE 12 - DIVISIONS AND CHAPTERS

SECTION 1. AFSA ORGANIZATION

- a. AFSA Divisions. AFSA divisions shall be chartered by International Headquarters. A division shall not be organized without the approval of the International Executive Council. Organized divisions, chartered by the International Headquarters, are included within the AFSA corporate structure. Division officers shall perform those functions prescribed by the AFSA governing bodies, in accordance with applicable AFSA directives, including these Principles.
- b. AFSA Chapters. See AFSA Bylaw 12, Section 1.

SECTION 2. FUNDS AND LIABILITIES. See AFSA Bylaw 12, Section 2.

- a. Accountability. All division/chapter funds and property shall be accounted for as outlined in AFSA Manual 100-4.
- b. Insurance. A Public Liability and Property Damage Insurance Policy obtained by International Headquarters covers all divisions/chapters. Copies of the certificates shall be made available upon request. If the AFSA insurance coverage does not meet the local requirements, the division/chapter must obtain supplemental insurance at division/chapter expense.
- c. Disbursement of Chapter Funds. No chapter funds shall be disbursed without the approval of the chapter's general membership. In this regard, an expense account for reasonable and necessary incidental expenses may be authorized in the amount and for the purpose set forth by the general membership in the approved Standing Rule.
- d. Individual Liability within the Chapter. All chapter members are apprised of their individual liability if the assets are insufficient to discharge all chapter liabilities.

PRINCIPLE 13 - CHIEF EXECUTIVE OFFICER AND STAFF

SECTION 1. CHIEF EXECUTIVE OFFICER. The International Executive Council, shall appoint a Chief Executive Officer to hold office for a term from one to five years. The compensation and conditions of employment will be negotiated and finalized in writing between the International President and the Chief Executive Officer and ratified by the Executive Council. The Chief Executive Officer may be reappointed in the same manner and basis.

SECTION 2. DUTIES AND RESPONSIBILITIES. In addition to those duties prescribed in AFSA Bylaw 13, Section 2, the Chief Executive Officer shall perform the following:

- a. Exercise the powers and perform the duties assigned herein and within the mandates of the AFSA International Conferences/Conventions/Meetings, the International Executive Council, and those instructions of the International President that are consonant with the authority and responsibility of the Chief Executive Officer. The Chief Executive Officer shall organize and direct the Association's Headquarters' offices, operations and its related agencies, and shall confer and consult regularly with the International President in the implementation of association policies. The Chief Executive Officer shall advise and report to the Executive Council and the International President on all matters pertinent to AFSA's mission.
- b. Employ and release such personnel and consultants on the Association's behalf as judgments are required and fix the rate of compensation and allowances of all employees and consultants within the guidelines established by the Executive Council.
- c. Negotiates and signs contracts, leases, and agreements and procures items and equipment on the Association's behalf.

- d. Prepares and submits to the Budget and Finance committees a proposed annual budget, itemizing and justifying estimated revenues and expenditures. Incurs and authorizes, within established budget guidelines and subject to periodic review by the International President, expenses incidental to the Association's direction and operations, its employees, the headquarters office, and associated agencies.
- e. Submits periodic reports for review by, and approval of, the International Executive Council. Submits unresolved conflicts with the International President to the Executive Council. Maintains liaison between AFSA Headquarters and all association elements, Congress, and other organizations.
- f. Is vested with the inherent authority to exercise immediate discretion in the interests of the Association or its members, subject to ratification by the governing body at its next regularly scheduled meeting, provided such interim decisions remain within the spirit and intent of the AFSA Manual 100-3, Principle 2, Section 2.
- g. The Chief Executive Officer is the Publisher of the AFSA Magazine.

SECTION 3. RELATIONSHIP BETWEEN MEMBERS OF THE STAFF, INTERNATIONAL EXECUTIVE COUNCIL, AND AFSA CHAPTER REPRESENTATIVES. Effective communication enables a business to accomplish its goals and objectives. Within the Air Force Sergeants Association, effective communications between the International Headquarters staff, International Executive Council, and Chapter representatives is necessary to conduct the business of the Association. International Headquarters' staff members may initiate official communications to applicable International Executive Council and Chapter representatives as required to conduct the business of the Air Force Sergeants Association. Additionally, International Executive Council and Chapter Representatives are authorized to initiate communications with the appropriate International Headquarters staff as necessary to conduct the business of the Air Force Sergeants Association. All parties are expected to restrict communications to official business as much as practical, and copy other International Headquarters staff members, International Executive Council, and Chapter Representatives as appropriate

SECTION 4. EMPLOYMENT OF KEY PERSONNEL

- a. The Chief Executive Officer shall not initially employ individuals to any of the following positions without the prior coordination of the International President.
 - 1) Staff Directors.
 - 2) Consultants retained on an annual or other regular basis, such as legal counsel, insurance consultant, convention manager, or other similar agents.

- b. If the titles of any of these positions are changed, but the functions remain essentially the same or similar coordination with the International President is required.

SECTION 5. VENTURES: The CEO has authority to seek/negotiate opportunities to assimilate/merge with like organizations. He/she will investigate all facts, risks and rewards to AFSA, and report this information to the Executive Council for final approval.

PRINCIPLE 14 - FINANCE AND ADMINISTRATION

SECTION 1. INTERNATIONAL

- a. AFSA Bylaws. The AFSA Bylaws are the AFSA basic governing document.
- b. AFSA Policies and Procedures Manual. The AFSA Policies and Procedures Manual are rules established by the International Executive Council for governing and regulating the AFSA affairs.
- c. Administrative Publications. The International Executive Council shall authorize the issuance of appropriate manuals or similar publications promulgating the policies and procedures of the AFSA governing bodies.
- d. Formulating AFSA Policies
 - 1) Policies. Policies reflect the decisions of the AFSA governing bodies and consist of expressions of basic principles or philosophy that communicate the Association's character. They include, but are not limited to, legislative, administrative, or management matters; define in broad terms the AFSA short- and long-range objectives, and express the aspirations of the general membership. Approved actions of the International Executive Council and international convention delegates are subject to review for legal impact. Should a legal issue arise as a result of a legal review, the International President shall request these items and/or issues be readdressed. If readdressed, it shall be accomplished within 30 days of the review.
 - 2) The General Membership Determines Policy. The general membership establishes policy at the Annual AFSA International Conference/Convention/Meeting.
 - 3) International Executive Councils. Between conventions, policies of any substantial nature are made by the International Executive Council and may be adopted formally by the delegates attending the Annual AFSA International Conference/Convention/Meeting.
 - 4) Implementation of Policies. With the exception of those policies that relate directly to the operation of the International Executive Council and their committee systems, the International Headquarters is responsible for the implementation of all AFSA

policies.

- e. Authority to Incur Expenses. The AFSA International Executive Council shall formulate and administer association policy, respecting authorized expenditures and procedures for reimbursement. The Chief Executive Officer may pay only authorized expenditures that are within budget appropriations and financial ceilings prescribed by the International Executive Council.
- f. AFSA Funds. The following funds shall be established and maintained by AFSA International Headquarters. The Chief Executive Officer as indicated shall make disbursements from these funds.
 - 1) AFSA General Fund. This fund shall include all AFSA unrestricted revenue and general operation and maintenance expenses, including the International Conference/Convention/Meeting, not otherwise allocable to other funds. The Chief Executive Officer is authorized to disburse monies from these funds according to the approved annual budgets and as otherwise authorized by the AFSA International Executive Council.
 - 2) AFSA Scholarship Fund. A restricted fund; all donations received in support of the AFSA Scholarship Award Program shall be deposited in this fund. Disbursements shall be only to the educational institutions named by winners of the scholarship awards.
 - 3) AFSA Building Fund. A restricted fund; all donations received in support of the Airmen Memorial Building shall be deposited in this fund, as shall all rents received from tenants. The Chief Executive Officer is authorized to disburse monies from this fund according to the approved annual budget and as otherwise authorized by the International Executive Council.
 - 4) AFSA Benefit Fund. This fund consists of revenue set aside for the purpose of payment of premiums of members' insurance benefit plans, administrative expenses associated with the plans, and charitable contributions. Disbursement from this fund to other AFSA funds shall be limited to the approved annual budget or as otherwise authorized by the International Executive Council or its designee.
 - 5) Auxiliary Education Grant Fund. A restricted fund; all donations received in support of the Auxiliary Education Grant Program shall be deposited in this fund. Disbursements shall be only to the educational institutions named by recipients of these grants.
- g. Policy Regarding the Acquisition of Property, Equipment, and/or Services
 - 1) The Chief Executive Officer is responsible for the advance planning, cost analysis, and subsequent acquisition of property, equipment, and/or services, subject to the

provisions of this section.

- 2) Acquisition is defined as the act of coming into possession of, by an uncertain or unspecified means. There are three methods by which the authority for acquisition of property, equipment, and/or services may be funded.
 - a) The International Executive Council may grant the Chief Executive Officer acquisition-authority for specified items through approval of the annual budget containing adequate funding for such specified items.
 - b) The International Executive Council may grant the Chief Executive Officer authority for the one-time acquisition of property, equipment, and/or services not included in the annual budget, provided the aggregate cost of such item, including pertinent accessories, do not exceed \$25,000 and does not commit AFSA resources beyond such amount extending into subsequent fiscal years.
 - c) In the event of an emergency requiring immediate action, the Chief Executive Officer may expend up to \$10,000 to address the emergency condition. The Executive Council will be informed as soon as possible after the event.
 - d) The Chief Executive Officer and the Budget and Finance Committee share the joint responsibility for determining the appropriate method for acquisitions, i.e., rent, lease, purchases, etc.
- h. Policy Regarding AFSA In-kind Gift/Donation: The IRS has specific regulations regarding in-kind gifts/donations. AFSA chapters, divisions, and Headquarters can accept in-kind gifts from individuals as long as the following guidelines are followed.
 - 1) Only accept items that are useful to the chapter, division, or Headquarters or those that can easily be sold in a ready market. For example, shares of stock, because disposal of gifts, not needed, can be costly to the receiving organization.
 - 2) Do not accept controversial in-kind gifts that could damage AFSA's reputation or gifts that could result in a conflict of interest.
 - 3) Provide an acknowledgement letter to the donor (sample form located on AFSA Web site). The acknowledgement should list the description of the item(s) donated, the date received. Do not list a dollar amount for the donated items because not-for-profits are prohibited from assessing the fair market value of an item. It is the donor's responsibility to determine the fair-market value. If the donated item is worth over \$5,000, the donor must obtain a certified appraisal.
 - 4) Account for donated items on the budget and/or financial reports as appropriate. For example, a chapter receives printed flyers for free as an in-kind donation from a local printer. Had the chapter had to pay for the printed material, the fair value is

whatever the printer would have normally charged for the printing, say \$500.00. The chapter's financial report should list a \$500.00 in-kind donation as income and a \$500.00 expense for the printing (in-kind gift).

- 5) Avoid in-kind gifts that could lead to litigation or other contingencies such as gifts in dispute with others.
- 6) Inform the donor that if the donation is from \$500 to \$4,999.99 that the donor will need to file an IRS Form 8283 with their tax return to claim the deduction. If the item is \$5,000 or more the donor will have to file an IRS Form 8283, signed by an authorized appraiser in addition to a copy of the appraisal and should seek the advice of his/her tax consultant.
- 7) AFSA and its employees are not authorized to give a value to a donor on any donated property.
- 8) Contact AFSA Headquarters with any questions concerning a donated item.

i. Policy Regarding the Commitment of AFSA Funds

- 1) Overall responsibility. The Chief Executive Officer has overall responsibility for control of AFSA funds, subject to the provisions of this section.
- 2) Preparation of the AFSA Budget. The Chief Executive Officer shall prepare a proposed annual AFSA Budget for the total and complete Operations and Maintenance of the AFSA to include the Airmen Memorial Building, Supplemental for Operations and Maintenance Salaries, Capital Expenditures, Membership Benefit Fund, etc. The respective proposed annual budget will be sent to the AFSA Budget and Finance Committee not later than December 1 for their action prior to consideration by the AFSA International Executive Council.
- 3) Execution of the Budgets. Directors and the Budget and Finance committees shall use the budgets as a primary tool of controlling the AFSA financial posture.
 - a) The budget shall be broken down into periods corresponding to the periodic financial statements.
 - b) Periodic comparisons of budget amounts to actual expenses shall be accomplished.
 - c) Cost Center expenses should not exceed budgeted amounts more than ten percent (10%) provided that the overall annual budget is not exceeded.
- 4) Deviations. The Chief Executive Officer, Budget and Finance committee, and/or International Executive Council must review and take necessary/appropriate action

where the comparison with the budget indicates a significant deviation and/or when budgeted amounts exceed the tolerances specified in paragraph (3)(c).

j. Budgets

- 1) General Fund Operating and Maintenance Budgets. The Chief Executive Officer shall prepare proposed annual budgets for the operation and maintenance of the AFSA International organization, including the International Conference/Convention/Meeting and the Airmen Memorial Building.
- 2) Membership Benefit Fund Budget. The Chief Executive Officer shall prepare a proposed annual budget for the Benefit Fund operation and maintenance.

k. International Executive Councils Expenditures

- 1) General. In order for the International Executive Council members to properly perform their duties, certain expenditures are authorized as outlined below:
 - a) Postage stamps, commercial telephone, commercial facsimile.
 - b) When it becomes necessary for a council member to travel in support of activating a chapter, resolving chapter problems, upon direction of the respective International President, or when requested by the Chief Executive Officer, council members are authorized to file for reimbursement in accordance with this section and Section 1k.
 - c) To assist in organizing a chapter, a one-time disbursement of \$100.00 for refreshments is authorized.
 - d) Out-of-pocket expenses incurred in conjunction with the conduct of official AFSA business.
 - e) International Executive council members shall be reimbursed for a round trip to and from the Annual AFSA International Conference/Convention/Meeting site, and for lodging, meals, and limited entertainment expenses as allocated by the International President. Those officers elected or installed at the International Conference/Convention/Meeting shall be reimbursed for meals and lodging for official AFSA functions following the close of the event.
- 2) Spouse Travel. Travel, lodging and meal expenses may be paid to the spouse of the International President and the spouse of the Chief Executive Officer when the attendance and participation of the spouse is considered essential to the conduct of official AFSA business.
- 3) Submission of Expense Claims. AFSA Form 200-28E, Claim for Expenses, shall

be used for claiming expenses for official AFSA business, to include travel and business expenses. Claims shall be submitted within 30 days of incurring the expenses; submissions past 45 days require the International President's approval.

1. Travel and Business Expense

- 1) Executive Council Travel. When submitting a travel claim for privately owned vehicle (POV) reimbursement, the claimant must list the actual round-trip mileage. AFSA members authorized to perform AFSA International business shall be reimbursed for performing travel via privately owned vehicles (POV) to conduct official business at the same rate determined and published (normally published in February of each year) by the Chief Executive Officer for staff travel. This rate will not exceed the IRS approved POV rate as published by the IRS. The least expensive means of transportation (POV or commercial) shall be employed whenever practical. The total of all of the aforementioned items may not exceed the cost of common carrier plus meals and lodging.

In the explanation section of the claim, the claimant must list the common carrier (air, bus, train, etc.) dollar amount as approved by HQ. The purpose of travel must also be listed. The amount of reimbursement will be the lower of the cost of common carrier plus meals and lodging for travel days or the combined cost of mileage, meals, and lodging for travel days. Moreover, in some instances, at the discretion of the International President or the Chief Executive Officer, reimbursement shall be made at the regular economy coach airfare rate when use of privately owned vehicle is for the individual's convenience only and is more expensive, or when the actual cost of common carrier exceeds regular economy coach airfare. The International President shall approve travel by the International Executive Council members.

- 2) AFSA Staff Travel. The Chief Executive Officer shall have the latitude to reimburse AFSA International Staff members performing local travel to conduct official business at a rate up to, but not to exceed the IRS approved rate as published by the IRS. The least expensive means of transportation shall be employed whenever practical.
- 3) Business Expense. AFSA shall reimburse members of the International Executive Council, International Staff, or other persons performing official AFSA business, for reasonable and necessary costs of meals, tips, miscellaneous expenses, and lodging during that period of time away from their domicile or place of employment. Whenever practicable, receipts substantiating the expenditures shall be submitted with the claim for reimbursement.

NOTE: All Claim for Expenses submitted for payment to the International Headquarters will be prepared using AFSA Form 200-28E, Claim for Expense, and will comply with applicable directives.

m. Annual Audit

- 1) Conduct of Audit. The AFSA accounts shall be audited at least annually in accordance with generally accepted auditing standards by an independent certified public accountant, certified by a regulatory body of a state or other political subdivision of the United States. The audits shall be conducted at the place or places where the AFSA accounts are normally kept. All books, accounts, financial records, reports, files, and all other papers, things or property belonging to or in use by AFSA and necessary to facilitate the audits, shall be made available to the person or persons conducting the audit; full facilities for verifying transactions with the balances or securities held by depositories, fiscal agents, and custodians shall be afforded to such person or persons.
 - 2) Reports to International Executive Council. The report of each annual independent audit shall be submitted to the International Executive Council following the close of the fiscal year for which the audit was made. The report shall set forth the scope of the audit and include such statements as are necessary to present fairly, AFSA's assets and liabilities, surplus or deficit, with the analysis of the changes therein during the year, supplemented in reasonable detail by a statement of AFSA's income and expenses during the year, including the results of any publishing or other commercial-type endeavor carried on by the corporation, together with the independent auditor's opinion of those statements. The statement of audit shall be published in AFSA's official magazine.
- n. Access to AFSA Books, Records, and Membership Lists. All AFSA books, records, and membership lists (names, addresses, and membership data) may be opened for inspection by any member of the International Executive Council, International committees, or by any AFSA member, upon receipt of a written request, hand signed, with substantiating justification for the request. E-mail requests will not be accepted. The request must be submitted to the Chief Executive Officer, who will forward, with recommendation, to the Executive Council for action. If approved, the Chief Executive Officer shall notify the member, in writing, as to the date, time, and location for the requested inspection. The date and time of the review are at the discretion of the Chief Executive Officer. The location is restricted to the AFSA Headquarters where the records reside. Lists of members or copies, copies of books and records thereof shall not, under any circumstances, be delivered to any person or organization for any reason whatsoever other than the Chief Executive Officer, or person designated by the Chief Executive at Headquarters, except upon specific approval of the Executive Council.
- o. Committee Access to Books, Records, and Membership Lists. Any AFSA member appointed to an AFSA International Committee may be granted access to records, books, and membership lists provided the requested documents have a direct bearing and impact on his/her committee work. Such requests will be made in writing, with justification, to the respective committee chair. The committee chair will decide if the

records are needed and will then send a written request to the International President. If approved by the President (with advice from the CEO), the CEO will arrange for the chair to obtain/review the records.

- p. Commercial Crime Coverage. Insurance coverage for employee theft in the amount of \$1,000,000 per occurrence will be maintained.
- q. Indemnification of Officers and Employees. Officers, employees, or other International Headquarters' representatives shall be indemnified by the Association against all expenses and liabilities, including counsel fees, actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding to which they may be made a party, or in which they may become involved, by the Association, or any settlement thereof, to the maximum level legally possible, except in relation to matters as to which such officers, employees, or representatives shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which such officers, employees or representatives may be entitled.
- r. Administrative Support Payments and Dues Rebates. Administrative Support Payments are funds distributed to divisions and chapters provided they meet the qualification criteria. The division and chapter leadership is responsible for management of their administrative support payments. As the name "Administrative" implies, the primary purpose of these funds is to assist divisions and chapters with their administrative management needs, including the development, growth, and ongoing recruiting and retention activities. Accordingly, divisions and chapters are expected to use their support payment funds for purposes stated herein.
- 1) AFSA International Headquarters shall provide active chapter and division organizations with an administrative support payment based on the quarterly strength in the respective division and chapter at the end of quarters: March, June, September, and December. Division and chapter support payment rates shall be reviewed annually during the formulation of the AFSA International Fiscal Year Operating Budget.
 - 2) To receive the Administrative Support Payment chapters and divisions are required to submit the following reports:

Report	Due Date	Interval
Chapter Group Filing Authorization	November 15	Yearly
Approved budget	January 15	Yearly
Audit	February 15	Yearly
Directory of Officers	February 15 and 15 days after	Yearly and as

	any changes throughout the year	needed
Financial Report	30 days from end of quarter	Quarterly
Activity & Americanism	30 days from end of quarter	Quarterly

- 3) Recruiting and/or Renewal Rebates and/or Administrative Support payments shall not be made to any division or chapter that fails to submit a properly prepared annual budget, annual audit, annual directory of officers, annual Chapter Group Filing Authorization (Federal Form 990), quarterly Financial Report, and quarterly Activity & Americanism Report. Rates approved by the International Executive Council shall be published by AFSA Headquarters. Only chapters shall receive a Recruiting and/or Renewal Rebate for newly recruited and/or renewed members; this applies only for newly recruited and/or renewed members initiated at chapter level with a member recruiter/retainer ID other than self.
 - 4) If extraordinary circumstances prevent on-time submission of quarterly Financial and Activity & Americanism reports, a waiver may be granted by the International President following the respective Division President's submission of justification. Normally, no more than one waiver to the same division/chapter within a twelve-month period will be permitted.
 - 5) All checks returned (that were mailed to the address listed on the current Directory of Officers on file in the Headquarters) to the International Headquarters from field units will be held for 30 days from the date of return. After this period, the check will be voided and will require a waiver from the International President for reissue.
- s. Investment Program. A diversified investment program shall be established for AFSA funds not immediately needed. The Chief Executive Officer is charged with development and maintenance of the investment program and may use corporate investment advisors, brokers, and others as necessary. The AFSA auditors shall periodically review the investment program, and the International Executive Council shall be provided reports and briefings in order to fulfill their oversight responsibility.
- 1) Safety of Principal: At least eighty-five percent of funds should be invested only in institutions or securities federally insured, or guaranteed by the United States Government. If purchasing Certificates of Deposit (CDs), CDs will not exceed FDIC policy limits, to include earned interest in any one institution. Up to fifteen percent of funds may be invested in corporate bonds.
 - a) The purpose of including corporate bonds in the investment portfolio is to achieve higher yields and provide more diverse maturity opportunities than those available in FDIC insured or government guaranteed investments.
 - b) Corporate bonds considered for purchase should carry a minimum rating of A1 Moody's/A+ S&P. This rating is the highest of the upper-medium bond ratings

category. Bonds can continue to be held in the portfolio as long as they maintain a rating of A3 Moody's/A- S&P, the lowest grade in the upper-medium bond-rating category.

Corporate bonds should be limited to short and medium term maturities of 2 to 12 years. The corporate bond portfolio should be diversified by issuer and sector, with no one issuer or sector comprising more than 5% of the total portfolio.

- 2) Rate of Interest: To maximize current income, the highest rate possible shall be taken, with strong consideration given to the safety of the investment.
- 3) Convertibility/Liquidity: Maximum consideration shall be provided to ensure that investments are convertible to cash with minimum penalty. Maturity dates shall be staggered to allow immediate conversion, if needed.
- 4) On-Hand Assets: An interest-bearing checking account shall be maintained in a local (nearby to the headquarters) bank, to be used for daily deposit of receipts and payment of obligations.
- 5) Types of Investments: Investments shall be spread among various institutions and in a diversified manner. Certificates of Deposit, government-backed bonds and other federally guaranteed securities, money market accounts and money fund accounts shall be used to the maximum extent. Interest checks shall be received monthly whenever possible.

SECTION 2. DIVISIONS

- a. Budget. The divisions shall prepare an annual budget prescribed in AFSAM 100-4 (1).
- b. Division Standing Rules
 - 1) The Division Executive Council may adopt lawful Standing Rules that are not in conflict with these Principles, the AFSA Bylaws, or any directive published by a higher AFSA authority.
 - 2) Standing Rules are supplemental to these Principles and are issued as required to promulgate the mandates of the general membership regarding local operations and activities of the division.
- c. Books and Records. Any member of the division, upon written request substantiating the purpose, may inspect all books and records of the division for any legitimate purpose at any reasonable time. Additionally, these books and records may be inspected at any time at the direction of the International President.

SECTION 3. CHAPTERS

- a. Budget. The chapters shall prepare and submit an annual budget as prescribed in AFSAM 100-4.
- b. Other Sources of Revenue. Chapters may conduct legally authorized fund-raising programs to ensure they are self-sustaining. The U.S. Government or any of its instrumentalities, including non-appropriated-fund activities, do not support chapters.
- c. Disbursement of Chapter Funds. Any income generated by the chapter shall be used primarily to offset operational expenses and promote the Air Force Sergeants Association.
- d. Chapter Standing Rules
 - 1) The general membership of the chapter may adopt lawful Standing Rules that are not in conflict with these Principles, the AFSA Bylaws or any directive published by a higher AFSA authority.
 - 2) Standing Rules are supplemental to these Principles and are issued as required to promulgate the mandates of the general membership regarding local chapter operations and activities.
- e. Books and Records. Any chapter member, upon written request substantiating the purpose, may inspect all books and records of the chapter for any legitimate purpose at any reasonable time. Additionally, these books and records may be inspected at any time at the direction of the Division or International President.

PRINCIPLE 15 - AMENDMENTS

SECTION 1. PROCEDURES

- a. International. These principles may be amended or repealed by a majority vote of the entire International Executive Council. Request for changes may originate from AFSA members, chapters, divisions, committees, or councils. In extenuating circumstances, a mail ballot may be employed in accordance with Bylaw 8.
- b. Division. These Principles may not be amended or repealed by a division. However, Division Standing Rules may be issued.
- c. Chapter. These Principles may not be amended or repealed by a chapter. However, Chapter Standing Rules may be issued.
- d. Conflicts. To the extent that any provision of these Principles conflicts with the applicable law of the local, state, federal, or other governmental jurisdiction in which

the division or chapter may be situated, such Principle provision is hereby amended to conform to the requirement of such applicable law. In order to preserve the integrity of these standard Principles and their applicability to all AFSA divisions' chapters, proposed amendments must be submitted to the International Executive Council for approval/disapproval. Division or Chapter Standing Rules need not be submitted to the International Executive Council except upon request by the Chief Executive Officer, International President, or International Executive Council.

SECTION 2. CORRECTIONS. Upon adoption of an amendment to these Principles, the Chief Executive Officer may correct punctuation, grammar, or numbering, where appropriate, if the correction does not change the meaning.

SECTION 3. EFFECTIVE DATE. Unless otherwise provided, an amendment becomes effective upon the adjournment of the meeting at which it is adopted.

PRINCIPLE 16 – DISSOLUTION. See AFSA Bylaw 16.

PRINCIPLE 17 - USE AND SUBMISSION OF FORMS. When submitting forms for use by auditors, tax purposes, changes to governing documents, etc., only AFSA International approved forms will be used.

PRINCIPLE 18 – AFSA INTERNATIONAL CHARITIES PROGRAM. AFSA members “take care of their own” by participating in the AFSA International Charities Program. The charities consist of programs to which members can donate funds to help enhance enlisted Airmen and their families’ quality of life. The recognized AFSA International Charities are as follows:

- a. Air Force Sergeants Association General Fund
- b. AFSA Memorial Building Fund
- c. AFSA Scholarship Program
- d. AFSA International Family (Auxiliary) Education Program
- e. Airman Memorial Foundation Fund
- f. Airman Memorial Museum
- g. Air Force Enlisted Village