

# AIR FORCE HONOR GUARD ASSOCIATION

## BY-LAWS

### ARTICLE 1

#### GENERAL

Section 1. **Applicability.** The By-Laws provide for the self-government of the Air Force Honor Guard Association, ("The Association").

Section 2. **Objectives.** The objectives of The Association shall be to support, sustain, assist, and perpetuate the principal mission of the Air Force Honor Guard Association to include:

§ Support Air Force recruiting and retention programs.

§ Reinforcing public confidence in the United States Air Force.

§ Supporting United States Air Force community relations and its people-to-people programs.

§ Sustain ties of fellowship and kinship between past and present members of the United States Air Force Honor Guard.

§ Maintaining unity by means of having reunions for all members of The Association.

Section 3. **Office.** The office of the Air Force Honor Guard Association shall be located at the home of the President of The Association or at such other location designated by the Board of Directors.

Section 4. **Organization.** The Association is a non-profit organization established in accordance with objectives as discussed above. No personal gain will be derived by any single individual or groups of individuals either outside of or belonging to The Association.

### ARTICLE II

#### MEMBERSHIP

Section 1. **Composition.** The Association shall be composed of three categories of members: Alumni, Associate, and Honorary:

§ **Alumni** - Extended to all who served with the United States Honor Guard in a capacity of officer or enlisted personnel from the unit's formation in 1948 to the present. No alumni member will be expelled from The Association in active or inactive status, unless determined by the Board of Directors, the member has distinguished dishonor to The Association.

§ **Associate** - Extended to all persons or special friends who support the United States Air Force Honor Guard with an approval of the Board of Directors. Examples of Associate Members are persons who served as Base Level Honor Guards who did not serve in the USAF Honor Guard on Bolling AFB; widows and/or widowers of Alumni Members; or other people who want to support the AFHGA. No associate member will be expelled in active or inactive status, unless determined by the Board of Directors, the member has distinguished dishonor to The Association.

§ **Honorary** - Extended to Honorary Alumni or Associate members of The Association. Honorary membership may be extended to personnel occupying the following positions:

1. Secretary of the United States Air Force.
2. Chief of Staff of the United States Air Force.
3. Chief Master Sergeant of the United States Air Force.
4. Commander, Air Force District of Washington (AFDW).
5. Command Chief Master Sergeant, Air Force District of Washington (AFDW).
6. Commander, 11th Wing.
7. Commander, 11th Operations Group.
8. Command Chief Master Sergeant, 11<sup>th</sup> Wing.
9. Superintendent, 11th Operations Group.

The Board of Directors must approve such membership. A lifetime membership may be granted by the Board of Directors upon application by the person while occupying one of the seven positions listed above. No honorary member will be expelled in active or inactive status, unless determined by the Board of Directors, the member has distinguished dishonor to The Association.

Section 2. **Fees.** - Membership fees for each ensuing calendar year shall be due and payable on or before the 1st of February. Any eligible Alumni or Associate member may be exempt from further payment of membership fees during their lifetime upon application and payment of \$300.00 in a single payment. Eligible Honorary members will pay a \$300.00 fee for lifetime membership. The following fee schedule will apply to the following categories of membership:

**Alumni Members:**

- Veteran, not on active duty = \$30.00 Annually.
- Active Duty, not in the USAF Honor Guard at Bolling AFB = \$15.00 Annually (\$15 Discount)
- Active Duty and in the USAF Honor Guard at Bolling AFB = No Charge (\$30.00 Discount)

**Associate Members** = \$15.00 Annually.

**Honorary Members** = No Charge.

Members in good standing will be those Association members who have paid their annual dues each calendar year or their lifetime membership dues.

Section 3. **Meetings.** – The Board of Directors’ Meetings shall be held in January, April, July, and October during the calendar year. Membership Meetings will be scheduled by the Board of Directors.

Section 4. **Place of Meetings.** - Meetings shall be held at the USAF Honor Guard facilities, unless otherwise specified by the President or Vice President of The Association.

Section 5. **Special Meetings.** - The President, Vice President, Secretary, or Treasurer of The Association may call a special meeting. Association members in good standing may call a special meeting by providing a signed petition consisting of no less than 25% of the aggregate membership to the Secretary of The Association. The notice of any special meeting shall state the time, place and purpose thereof. No business shall be transacted at a special meeting except as stated in the notice.

Section 6. **Notice of meetings.** - It shall be the duty of the Secretary to mail/e-mail a notice for each quarterly meeting or special meeting of The Association. Mailing for the quarterly meetings will be sent 21 days in advance and 7 days in advance for special meetings.

Section 7. **Adjournment of Meetings** - If any meeting of The Association cannot be held because a quorum is not present or by proxy, the meeting may be adjourned to an alternate time.

Section 8. **Order of Business** - The order of business of all meetings of The Association shall be as follows:

- Call to Order.
- Minutes of the Previous Meeting.
- Treasurer’s Report.
- Reports of Standing Committees.
- Reports of Special “ad hoc” Committees.
- Special Orders. (As dictated by the Bylaws. Example: Elections when required) Old Business.
- New Business.
- Announcements.
- Adjournment

Section 9. **Voting.** –

**Board of Directors’ Meetings:**

The Officers and the Advisors’ Committee are empowered to make motions and vote and administer the business of the Association.

## **Membership Meetings:**

Members in good standing shall have the right to make motions and cast a vote.

Section 10. **Proxies.** - Proxy votes may be cast of a member in good standing. Proxies shall be dated, duly executed in writing and witnessed by a person who shall sign his/her name and address. Proxies shall be valid only for the particular meeting designated therein and must be filed with the Secretary before the appointed time of the meeting.

Section 11. **Conduct of Meetings.** - The President shall preside over all meetings of The Association. The Secretary shall keep the minutes of the meeting and record in a Minute Book all resolutions adopted by the meeting as well as a record of all transactions occurring thereat. **Robert's Rules of Order** (latest edition) shall govern the conduct of all meetings of The Association.

## **ARTICLE III BOARD OF DIRECTORS**

Section 1. **Composition.** - The Board of Directors shall be comprised of a President, Vice President, Secretary, Treasurer and Advisors.

Section 2. **Powers and Duties.** - The Board of Directors and Advisors shall have all of the powers and duties necessary for the administration of the affairs of The Association and may do all such acts needed to carry out the by-laws.

Section 3. **Elections and Terms of Office.** - At the first quarterly meeting of the election year a biographical sketch will be submitted to the Board of Directors. If such member is qualified to run for the position on the Board of Directors, their name will be placed on the election ballot. Members will submit their biographical sketch on or before the scheduled January Board Meeting. A copy of their biographical sketch will be sent to the voting members with the election ballot. The ballots received will be verified whether the voting member is qualified to vote. On or about March 31<sup>st</sup>, the ballots will be counted. The results of the elections will be published in the 2d Quarterly Newsletter and announced at the April Association meeting. The Board of Directors shall hold office until their respective successors elected by The Association have held their first meeting in July of the election year. A period of two years will be the term of office for each elected board member. There will not be a limit as to how many times a board member can run for election and hold office.

Section 4. **Removal of Members of the Board of Directors.** - Anyone or more than one, of the Board of directors may be removed with cause by a majority of The Association and a successor may then and there be elected to fill the vacancy thus created. Any member(s) whose removal has been proposed by The Association shall be given a ten-day notice of the calling of the meeting and the purpose thereof and he/she shall be given an opportunity to be heard at the meeting.

Section 5. **Vacancies.** - Vacancies in the Board of Directors caused by any reason other than removal of an officer by a vote of the Membership shall be filled by a vote of a majority of the

remaining Board of Directors at a special meeting of the Board of Directors held for the purpose promptly after the occurrence of any such vacancy.

Section 6. **Actions Without a Meeting**- Any action required by the Board of Directors without a meeting shall individually or collectively consent in writing to such action. A written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.

Section 7. **Quorum of Board of Directors**. - At all meetings of the Board of Directors, a majority of the officers shall constitute a quorum for the transaction of business, and the votes of the majority of the officers present at a meeting at which a quorum is present shall constitute the decisions of the officers.

## **ARTICLE IV**

### **OFFICERS**

Section 1. **President**. - It shall be the duty of the President, to conduct both the tactical day-to-day activities and the long-range planning and fund raising activities of The Association.

Section 2. **Vice President** - The Vice President shall take the place of the President and perform their duties whenever the President shall be absent or unable to act. If the President and Vice President are unable to act, the Board of Directors shall appoint some other officer to act on an interim basis.

Section 3. **Secretary**. - The Secretary shall provide notice of meetings and keep the minutes of the meetings.

Section 4. **Treasurer**. - The treasurer shall have the responsibility for overseeing The Association funds. An account shall be established in The Associations name requiring two signatures from members of the Board of Directors for any transactions in the amount of \$500.00 or more. Only one signature is required for amounts under \$500.00. An annual financial statement will be prepared by a third party accounting firm, or an Audit Committee comprised of three AFHGA volunteers who are not on the AFHGA Board of Directors, with the ending period December 31 each calendar year. A copy of these statements will be made available to any member of The Association upon receipt of a written request submitted to the treasurer.

Section 5. **Advisors**. - Advisors representing each era will be comprised as a committee to the Board of Directors. The United States Air Force Honor Guard Liaison representative will be part of this committee.

Section 6. **Indemnification**. - Any person who serves on behalf of The Association as a director, trustee, officer, employee, advisors or member of any committee shall be deemed The Association's agent for the purpose of this article and shall be indemnified by The Association against expenses

(including attorney fees), judgments, fines, excise taxes, and amounts paid in settlement actually and reasonably incurred by such persons. In addition, The Association will indemnify any such representatives acting on the behalf of The Association who, as a result of pending, or completed action, suit or processing, whether civil, criminal, investigative or administrative, provided such person acted in good faith and in a manner reasonably believed to be in the best interest of The Association.

## **ARTICLE V**

### **FINANCIAL LIABILITIES**

Section 1. **Funds.** - All funds gained by The Association will be used primarily to:

- Further the objectives outlined in Article I. Offset costs for all reunions.
- Pay for the costs of printing, mailing literature, newsletters, membership cards, etc.

§ Reimburse members of the Board of Directors for any reasonable expenses for association business while performing his/her duties. Receipts for such expenses will be attached to a completed Expense report form, signed and submitted to the Treasurer for approval by the Board of Directors.

§ Members of the Board of Directors may receive funds in advance for large expenditures anticipated for projects associated with the Association. An Expense Report form will be completed, signed and submitted to the Treasurer for approval by the Board of Directors, accounting for the advanced funds along with the receipts for expenditures incurred.

Section 2. **Disbandment.** In the event the Association is disbanded, the assets will be used to further the objectives as outlined in Article I.

Section 3. **Financial Liabilities.** The Association will not incur any Long-Term indebtedness unless approved by a 2/3 vote of the members in good standing of the Association.

## **ARTICLE VI**

### **AMENDMENTS TO THE BY-LAWS**

Section 1. **Amendments.** The articles and subsequent amendments of the constitution of this organization may be amended by unanimous agreement of the Board of Directors or by 2/3 vote of

the membership present at the Membership meetings. The membership at large may submit and recommend amendments to the Board of Director in writing at any time.

## **ARTICLE VII**

### **INTEREST AND RIGHTS OF THE MEMBERS**

Section 1. **Alumni, Associate and Honorary Members.** - All members in good standing regardless of rank or position shall share an equal vote in the procedures and proceedings of The Association.

*Revised June 13, 2009*