



AIR FORCE RECRUITING ALUMNI ASSOCIATION (AFRAA)

CHARTER AND BY-LAWS

(Effective: January 2022)

ARTICLE I: NAME

The name of the alumni association shall be Air Force Recruiting Alumni Association (AFRAA) from here on stated as the "Association". The Association is recognized by the Air Force Recruiting Service (AFRS) as an association with its stated intention to assist in certain AFRS endeavors.

ARTICLE II: OBJECTIVES

The Association will bring together a membership of former Air Force Recruiting members to form a fellowship with AFRS to support AFRS in its Nation-wide recruiting efforts. The Association will also assist with a variety of Association and AFRS projects in addition to Operation Blue Suit and aid members of AFRS in times of urgent need.

ARTICLE III: LIMITS

- A.** The association shall be a civilian organization and shall not be used for the dissemination of partisan principles, or for promotion of candidacy of any person seeking office, nor for any other personal or commercial gain.
- B.** The Association shall be organized as a non-profit organization, exempt from Federal income taxes. The Association shall not perform nor support activities prohibited by section 501 (c) (19) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.
- C.** The Association shall not enter any monetary expenditures, agreements, leases or other commitments or involvements of any kind or nature whatsoever, the direct or indirect effect of which shall be to legally obligate or constrain the Association without a simple majority vote of the Council (see ARTICLE VI). If a simple majority agreement is not achieved, the issue will be brought up to the General Membership at the next General Membership meeting for resolution. The Association shall not engage in any activity contrary to or inconsistent with the stated objectives or policies of the Association.

D. Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within meaning of 501 (c) (19) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE IV: MEMBERSHIP

A. Membership is open to all former Air Force Recruiting members, whether they served as a civilian employee, a production recruiter or in a support position. Membership is NOT open to active-duty members of the Air Force, officer or enlisted, assigned within AFRS. The only exception is the active-duty AFRS/CC appointed, non-dues paying, non-voting member of the council. (See Article VI (G))

B. "Honorary Membership" is provided to individuals who are nominated by any "member in good standing" to the Association Governing Council. Nominations should be based upon the nominee's contributions to the Air Force recruiting mission, support for members of Air Force Recruiting, or support for the mission of the Association. The Governing Council will approve/disapprove the nomination and recognize those so approved with a Certificate of Honorary Membership.

C. A member of the Association will be considered a "member in good standing" if they have paid their annual dues to the Association. No member of the Association shall have voting rights unless their annual dues are paid in full.

D. The Association will be headquartered in San Antonio, Texas, to better coordinate its efforts with the AFRS. It will have distinct Regions to reflect the Recruiting Regions of AFRS; the **Eastern Region** encompassing the 360th RCG, located in New Cumberland, Pennsylvania, the **Central Region** encompassing the 369th RCG, located at Joint Base San Antonio – Lackland, Texas, and the **Western Region** encompassing the 372nd RCG, located at Hill AFB, Utah.

ARTICLE V: FINANCE

A. The Association will operate on a FISCAL Year basis from January 1 through December 31 of each year.

B. Annual dues (currently \$25/member) shall be due by December 31st of each year, payable to the Treasurer of the Association by check, money order or cash.

C. Donations are accepted and reported as in any non-profit organization.

D. Expenditure of funds.

1. All monetary expenditures must be approved by a simple majority vote of the Council or a majority vote of the Membership (See ARTICLE III (C)). All financial decisions made by the Council shall be on the agenda at the next General Membership meeting.

2. The President, Treasurer, and Secretary are authorized to pay approved expenditures.

ARTICLE VI: OFFICERS

Officers shall be elected to a two (2) year term by a majority vote of the General Membership and serve from January 1 through December 31. Elections will be held beginning on October 15th of each odd year and completed by December 15th of each odd year. In case of a vacancy by death, resignation, or removal from office of any elected officer, such vacancy will be filled by election for the unexpired term at a special meeting of the Council called for that purpose, or at the next stated General Membership meeting thereof. In the event there are no officer nominations submitted by the Membership, the Council will select nominees based on their desire to serve and proceed with the election process.

The following elected officers shall comprise the Association Governing Council, herein known as the "Council": President, Vice President, Second Vice President, Secretary, and Treasurer. Additionally, Regional Representatives, selected by the President, will serve as non-voting members of the "Council" as outlined in A(6), below.

A. President: The President of the Association shall exercise the powers and perform the duties assigned by the membership as described.

1. The President shall serve as principal spokesperson of the Association in all matters, particularly in the articulation of the Association policies and objectives.
2. The President shall publish an agenda for and preside over all Council and General Membership meetings.
3. The President will ensure that the will of the membership, within the mandates of the Association guidelines, is reflected in the management and operation of the Association.
4. The President shall establish committee members as required and may attend committee meetings as a non-voting member.
5. The out-going President will become an official advisor to the new President and will serve for two (2) years. The ex-President will be without vote except as a member in good standing during General Membership Meetings of the Association.
6. The President may select a member in good standing from each of the three recruiting regions to serve as a non-voting member of the governing council to provide regional insight into association direction and effectiveness within their respective regions.

B. Vice President: The Vice President shall exercise powers and perform duties assigned by the membership as described.

1. The Vice President shall assist the President in his/her duties and perform the President's duties as required in his/her absence.

2. The Vice President shall be responsible for recruitment of new membership into the association.
3. The Vice President shall assist the Treasurer with the collection of annual dues and assist the Treasurer with maintenance of the membership rolls.
4. The Vice President, with the assistance of the Secretary, shall be responsible for conducting annual elections by soliciting nominations for each of the seven officers prior to the October 15th election deadline, preparing for dissemination to the membership, monitoring the vote and publishing the results to the General Membership.

C. Second Vice-President: The second Vice-President shall exercise powers and perform the duties assigned by the membership as described.

1. The Second Vice-President shall assist the Vice President in his/her duties and perform the Vice President's duties as required in his/her absence.
2. The second Vice President shall plan, coordinate and report on special actions and fund-raising events.
3. The Second Vice President shall contact the Regional Representatives quarterly to advise and receive feedback on their activities in the field and communicate to the Council members any situation(s) reported by the Regional Representatives for discussion.
4. The Second Vice President will monitor the Association Facebook Page and website to ensure it is kept up to date with current information as well as communicating to the Council any ideas and recommendations for improvement.

D. Secretary: The Secretary shall exercise powers and perform duties assigned by the membership as described.

1. Secretary: The Secretary shall send to all members or as applicable to Members of the Council, notice of all meetings and determine the presence of a Quorum prior to the Council undertaking any action(s). The Secretary will announce the date, time and place of the General Membership meeting to all "members in good standing" at least 30 days prior to the meeting date.
2. The secretary shall ensure an accurate and substantive record of all Council and General Membership meetings is produced. The Secretary shall also ensure timely publication and dissemination of Council and General Membership meeting minutes within 10 working days from meetings. The publication and dissemination of meeting minutes may be accomplished by posting them to the Association website and Facebook page.
3. The Secretary shall maintain a file for Council and General Membership Minutes and make available copies of Council meeting minutes to any member that requests them in writing.
4. The secretary shall assist the Treasurer with his/her finance duties.

5. The Secretary will assist the Vice President during annual elections to include preparing nominations for dissemination to the membership, monitoring the vote and publishing the results to the General Membership.
6. The Secretary shall gather articles and publish a Quarterly communication from hereon stated as "The Bag Dragger" and ensure that it is sent to the General Membership through email as well as made available on the Association website and facebook page.

E. Treasurer: The Treasurer shall exercise powers and perform duties assigned by the membership as described.

1. The Treasurer, with the assistance of Vice-President, is responsible for the collection of the annual dues.
2. The Treasurer with assistance from the Secretary will receive and deposit all funds pertaining to the Association and provide a detailed financial statement (spread sheet or other format) to other Council members and the General Membership every meeting.
3. The Treasurer with assistance from the Secretary shall direct the financial affairs of the Association and resolve all bills and accounts payable owed by the Association according to the following:
 - a. All reimbursement requests shall be accompanied by receipts and/or Statement of Account.
 - b. All Bills/Requests for Payment shall be documented by the date of service and description of services.

F. The General powers and duties of the Officers shall be those accorded by common usage and parliamentary law.

1. An officer who is a member of the Council shall not lose the right to vote on any question during General Membership meetings.
2. The President as a member of the Council, by reason of his/her office, is not entitled to the deciding vote in case of a tie, within the Council or committee.
3. In the absence or inability of the President to act, his duties shall be performed, in the following order: by the Vice President, Second Vice President, Treasurer and lastly the Secretary. Such duties to be transferred upon these officers in the order named until such disability is removed.

G. The Commander, AFRS, may appoint one active-duty member of the AFRS to the Association Council. This person may participate as a non-voting member in all Council and General Membership meetings.

ARTICLE VII: MEETINGS

A. The Association Council will meet at least Quarterly, or at the call of the President to discuss the business affairs and management of the Association. The Council may conduct its business in person, via email, telephone, or ZOOM.

B. The General Membership will meet at least annually, or at the call of the Council.

ARTICLE VIII: DISCIPLINE

Complaints against the Association shall be brought to the attention of the members of the Council for resolution. Complaints against any of the Association's elected officers shall be brought to the attention of the General Membership for resolution.

ARTICLE IX: AMENDMENTS TO THIS CHARTER

This Charter of the Association may be amended by a majority vote of all members present at a scheduled General Membership meeting or by ballot via email.

Any member proposing an amendment shall file copies of the proposed amendment with the President and the Secretary at least 15 days before the date of the next General Membership meeting. The member proposing an amendment may be required to personally be present and or lead discussion on the proposal at the General Membership meeting.