



**BYLAWS OF THE**

**AIR FORCE SERGEANTS ASSOCIATION**

**AND**

**THE AFSA INTERNATIONAL AUXILIARY**

**OCTOBER 2006**

**AIR FORCE SERGEANTS ASSOCIATION**

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**PREAMBLES**  
**OF THE**  
**AIR FORCE SERGEANTS ASSOCIATION**  
**AND THE AFSA INTERNATIONAL AUXILIARY**

**THE AFSA PREAMBLE**

With reverence for God and Country and being ever mindful of the glorious traditions of the United States Air Force, our duty to uphold and defend the Constitution of the United States of America, our responsibility to aid in maintaining a superior aerospace defense for our beloved country, and desire to assist in obtaining the highest caliber of men and women for our Air Force, our interest in the welfare of persons who served and are serving in the Air Force, our devotion to our fellow airmen in fortune or distress, and our reverence for the memory of our departed airmen, we unite to further the aims and objectives of this association.

**THE AFSA INTERNATIONAL AUXILIARY PREAMBLE**

Having a keen sense of responsibility, being true Americans, and bearing in mind the Preamble of the Air Force Sergeants Association, we, the members of the Air Force Sergeants Association Auxiliary, do band together to aid, assist and promote in all matters pertaining to welfare, social and patriotic work, for the benefit of the Air Force Sergeants Association, its members and their families. Thus do we associate and declare these principles to be the foundation and the Preamble to the Bylaws of the Air Force Sergeants Association Auxiliary.

**BYLAWS**  
**OF THE**  
**AIR FORCE SERGEANTS ASSOCIATION**  
**AND**  
**THE AFSA INTERNATIONAL AUXILIARY**

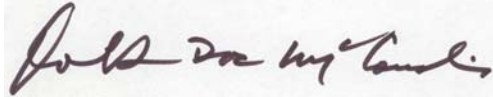
**FOREWORD**

1. These bylaws contain changes approved by the international conventions through August 2005. They are binding on all AFSA and AFSA International Auxiliary members, divisions, chapters, members of the International Executive Councils, Headquarters' Staff, contractors, or other individuals or companies under contract with AFSA or the International Auxiliary.
2. Amendments to the AFSA and International Auxiliary Bylaws may be submitted in accordance with Bylaw 17. Recommended amendments will be processed as follows:
  - a. All field-originated amendments are submitted to the Division/Chapter Executive Council and division general membership and/or chapter general membership as appropriate. If the amendment is a chapter originated amendment and is approved by the AFSA/Auxiliary chapter general membership, the amendment is forwarded to the respective Division Executive Council for review and presentation at the next AFSA/Auxiliary division membership meeting.
  - b. If approved by the AFSA/Auxiliary division membership, the recommended amendment is forwarded through the Chief Executive Officer to the AFSA Executive Committee for review and submission to the respective AFSA or Auxiliary International Executive Council for consideration by the delegates at the next International Conference/Convention.
  - c. All proposed AFSA and Auxiliary changes must be published in the official AFSA magazine at least forty-five (45) days prior to an AFSA/Auxiliary International Conference/Convention.
  - d. Proposed amendments/changes must be, whenever practicable, submitted to the Chief Executive Officer for consideration at the next regularly scheduled Executive Committee/Council meeting as directed by the International President..

BY DIRECTION OF THE AFSA/AUXILIARY INTERNATIONAL EXECUTIVE COUN-

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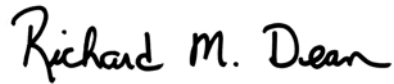
OFFICIALS:



JOHN McCAUSLIN  
AFSA International President



CAROLYN M. WHITSELL  
International Auxiliary President



RICHARD M. DEAN  
Chief Executive Officer

DISTRIBUTION: AFSA/Auxiliary International Executive Councils  
AFSA/Auxiliary International Past Presidents  
Auxiliary Division Coordinators  
AFSA/Auxiliary Chapter Presidents  
Headquarters Staff  
Others, upon request

(THIS SUPERCEDES AFSA MANUAL 100-1, DATED SEPTEMBER 2005, AS AMENDED. ALL PREVIOUS COPIES SHOULD BE DESTROYED.)

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**BYLAWS  
OF THE  
AIR FORCE SERGEANTS ASSOCIATION  
AND  
THE AFSA INTERNATIONAL AUXILIARY**

**BYLAW 1 - NAME, LOCATION, SEAL, AND COLORS**

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

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

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

**SECTION 4. COLORS.** The AFSA and the Auxiliary colors shall be blue and silver.

**BYLAW 2 - OBJECTIVES**

The AFSA and the Auxiliary objectives shall be:

- a. To maintain, within the *Total United States Air Force* (USAF) (consisting of Air Force Active Duty (AFAD), Air Force Reserve Command (AFRC) and Air National Guard (ANG)), a highly dedicated and professional corps of enlisted personnel.
- b. To uphold fair and equitable legislation and departmental policies, and influence, by lawful means, departmental plans, programs, policies, and legislation affecting AFAD, AFRC, and ANG enlisted personnel in active, retired, and/or veteran status when required.
- c. To actively publicize the roles of Air Force enlisted personnel.
- d. To participate in civil and military activities, youth programs, and fund-raising campaigns to benefit the United States Air Force.

- e. To provide for the mutual welfare and enhance the quality of life of members and their families.
- f. To assist in recruiting for the United States Air Force.
- g. To assemble together for social activities.
- h. To maintain a superior Air Force for our beloved country.
- i. To devote ourselves to our fellow Airmen.
- j. To loyally serve the nation and the *Total* Air Force, and to do all else necessary to uphold and defend the Constitution of the United States.

### **BYLAW 3 - AFSA/AUXILIARY ORGANIZATION**

**SECTION 1. AFSA/AUXILIARY INTERNATIONAL CONFERENCE/ CONVENTION/MEETING(s).** The assembled delegates (provided a quorum is present), under the chairmanship of the AFSA International President, shall be the governing body of AFSA upon convening of the AFSA conference/convention and until final adjournment. While in separate sessions, the assembled Auxiliary delegates (provided a quorum is present), under the chairmanship of the International Auxiliary President, shall be the governing body of the International Auxiliary until adjournment.

**SECTION 2. AFSA/AUXILIARY INTERNATIONAL EXECUTIVE COUNCILS.** The International Executive Councils shall govern AFSA and the Auxiliary between meetings, as set forth in Bylaw 8.

**SECTION 3. AFSA EXECUTIVE COMMITTEE.** The AFSA Executive Committee acts as an agent for the AFSA International Executive Council between meetings of the council.

**SECTION 4. AFSA/AUXILIARY DIVISIONS.** Normally, the AFSA and Auxiliary shall be organized into divisions with boundaries as defined by the AFSA International Executive Council.

**SECTION 5. AFSA/AUXILIARY CHAPTERS.** Chapters shall be organized within divisions. Auxiliary chapters may be organized wherever an AFSA chapter exists. The AFSA International Executive Council may authorize exceptions.

**SECTION 6. ADMINISTRATION.** AFSA International Headquarters through the Chief Executive Officer shall provide administrative support and guidance to the AFSA and Auxiliary.

**SECTION 7. AUXILIARY RELATIONSHIP WITH THE PARENT AFSA ORGANIZATIONS.** All actions of the Auxiliaries are subject to review by the parent AFSA organization. AFSA Executive Councils (chapter, division, and international) should be provided with detailed reports of all Auxiliary general membership and executive council meetings. No disapproval or major modification of action items will be accomplished by the AFSA without first notifying the appropriate Auxiliary Executive Council and soliciting its views concerning any action. However, Auxiliary actions shall not be overruled unless they are in conflict with the AFSA and International Auxiliary Bylaws.

#### **BYLAW 4 - MEMBERSHIP**

**SECTION 1. COMPOSITION.** Membership in AFSA shall consist of enlisted men and women (hereinafter referred to as enlisted personnel) of the United States Air Force, be they Air Force Active Duty, Air National Guard, or Air Force Reserve Command personnel in active, retired, or veteran status, and others meeting the qualifications for membership. Membership in the International Auxiliary is a class of AFSA membership.

#### **SECTION 2. QUALIFICATIONS**

- a. Membership in the AFSA and the Auxiliary shall consist of persons of good moral character.
- b. Membership in the AFSA and the Auxiliary shall not be denied to any person, who is otherwise qualified for membership, on the basis of race, creed, color, gender, age, national origin, religious, or political beliefs.
- c. The AFSA and the Auxiliary membership shall consist of members assigned to chapters and "unassigned" members. Unassigned members are those not assigned to either an active or an inactive chapter.

#### **SECTION 3. CLASSES OF MEMBERSHIP**

##### **a. AFSA ACTIVE MEMBERSHIP**

- 1) Any Air Force enlisted person in active or retired status from the AFAD, AFRC or ANG or their predecessor services; the United States Army Air Corps or the United States Army Air Force.
- 2) Former Air Force enlisted personnel of the AFAD, AFRC, ANG or their predecessor services; the United States Army Air Corps or the United States Army Air Force who were honorably discharged, and who were not commissioned in any component of any of the United States Armed Services.

**b. AFSA ASSOCIATE MEMBERSHIP**

- 1) Former USAF enlisted personnel of the AFAD, AFRC, ANG or their predecessor services; the United States Army Air Corps, or the United States Army Air Force, who were honorably discharged and commissioned in any component of the Armed Services of the United States.
- 2) Any individual not eligible for active AFSA or Auxiliary membership upon application and approval of the AFSA International Executive Committee. Criteria for such membership shall be set forth in the AFSA Policies and Procedures Manual.

c. **AFSA/AUXILIARY HONORARY MEMBERSHIP.** Honorary membership may be bestowed upon individuals who have contributed greatly to the objectives of AFSA and/or the Auxiliary, as specified in the AFSA Policies and Procedures Manual.

d. **AUXILIARY ACTIVE MEMBERSHIP.** Auxiliary membership consists of persons who in their own right are not eligible for AFSA membership; if eligible for AFSA membership, individuals may not join the Auxiliary. Any spouse, father, mother, brother, sister, son and/or daughter, not less than sixteen (16) years of age, of AFSA Active members, and any widower, widow, father, mother, brother, sister, son and/or daughter, not less than sixteen (16) years of age, of persons eligible at the time of their death for AFSA Active membership, shall be considered eligible for Auxiliary Active membership. Former widowers and widows of Active members of AFSA who remarry shall also be considered eligible Active Auxiliary membership. Any husband or wife divorced from a spouse eligible for AFSA Active membership at the time of divorce shall be considered eligible for Auxiliary Active membership.

e. **AUXILIARY AFFILIATE MEMBERSHIP.** Any relative not less than sixteen (16) years of age, of AFSA Associate members, and any relative of persons eligible for AFSA Associate membership at the time of their death, shall be considered eligible for Auxiliary Affiliate membership. Persons not otherwise eligible for membership, having objectives in consonance with those of AFSA and the Auxiliary, who have demonstrated dedication to those objectives, shall be considered eligible for Auxiliary Affiliate membership.

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

**SECTION 5. REMOVAL FOR CAUSE (EXCEPT NON-PAYMENT OF DUES).**

Members of any classification may be removed from membership by the AFSA International

Executive Committee/International Auxiliary Executive Council for cause, other than non-payment of dues, by a two-thirds majority vote. Upon receipt of any written allegations, proof of the allegations, and request for removal against any member of AFSA or the Auxiliary, the matter will be investigated by the AFSA International Executive Committee or International Auxiliary Executive Council as appropriate, or their agent. An accused member may submit a defense in writing or in person and may, upon request, be represented by counsel of choice at no expense to the Association at a hearing, at a time and place convenient to the AFSA International Executive Committee/International Auxiliary Executive Council. Persons whose membership is so terminated shall not be entitled to membership benefits.

**SECTION 6. REMOVAL FOR NON-PAYMENT OF DUES.** If any AFSA/Auxiliary member's dues remain unpaid for sixty (60) days from the time when such fees are due and payable, the member's membership will be terminated by the respective International Executive Council in accordance with the Policies and Procedures Manual. No person whose membership is so terminated shall be entitled to any benefits of membership, thereafter, unless reinstated.

**SECTION 7. REINSTATEMENT.** A former member, desiring a continuous membership record, may be reinstated on showing proof of qualifications and paying all dues in arrears. If, however, a continuous membership record is not desired, the member may be reinstated on showing proof of qualifications and paying the current year's dues. Upon reinstatement, the member is considered a new member and receives benefits as does any other new member.

**SECTION 8. RESIGNATION.** Any member may resign by filing a written resignation with the Chief Executive Officer. Such resignation will be effective upon receipt at International Headquarters, and will terminate that member's AFSA/Auxiliary membership. However, such resignation shall not relieve the resigning member of the obligation of paying other charges theretofore accrued and unpaid. NOTE: Refer to Section 11, Refund of Dues.

**SECTION 9. MEMBERSHIP DUES.** Dues for all classes of AFSA/Auxiliary membership (except Honorary) shall be established by a majority vote of the respective delegates (to include assigned voting strength) present at an Annual AFSA/Auxiliary International Convention and shall be set forth in the Policies and Procedures Manual.

#### **SECTION 10. VOTING AND ELIGIBILITY TO HOLD OFFICE**

- a. **AFSA ACTIVE MEMBERS.** AFSA Active members have full voting rights and are eligible to hold office within AFSA.
- b. **AFSA ASSOCIATE MEMBERS.** AFSA Associate members shall enjoy the rights, privileges and responsibilities of Active membership, with the exception that Associate members cannot vote or hold office in AFSA.

- c. **AFSA/AUXILIARY HONORARY MEMBERS.** AFSA/Auxiliary Honorary members shall enjoy the privileges of AFSA Associate or International Auxiliary Affiliate members.
- d. **AUXILIARY ACTIVE MEMBERS.** Auxiliary Active members shall enjoy the rights and privileges of AFSA Active membership, with the exception that they cannot vote or hold office except in the Auxiliary.
- e. **AUXILIARY AFFILIATE MEMBERS.** Auxiliary Affiliate members shall enjoy the rights and privileges of Auxiliary Active membership, with the exception that Affiliate members cannot vote or hold office in AFSA or the Auxiliary.
- f. **LIMITATIONS.** No member of the Auxiliary shall be entitled to vote or hold office in AFSA, except within the Auxiliary.

**SECTION 11. REFUND OF DUES.** Dues shall not be refunded upon a member's removal from AFSA or the Auxiliary whether for cause or resignation.

#### **BYLAW 5 - AFSA/AUXILIARY INTERNATIONAL CONFERENCE/CONVENTION/MEETING**

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

**SECTION 2. NOTICE OF MEETINGS.** Notice of time and place of every AFSA/Auxiliary International Conference/Convention/Meeting shall be sent to each member or published in the official AFSA magazine at least four (4) months prior to such.

**SECTION 3. QUORUM.** A quorum shall exist whenever fifteen (15) percent of the AFSA and Auxiliary chapters are represented by one or more delegates.

#### **SECTION 4. CHAPTER DELEGATES**

- a. **DETERMINING AUTHORIZED VOTING STRENGTH.** One (1) vote is authorized for each twenty-five (25) Active members in an AFSA chapter (ten [10] Active members for Auxiliary chapters) or a major portion thereof. However, each chapter in good standing as defined in the Policies and Procedures Manual is entitled to a minimum of one vote, regardless of its numerical strength. In determining the number of authorized votes, the respective Credentials Committee will follow the rules as specified in the Policies and Procedures Manual.

- b. **CHIEF DELEGATE.** The AFSA or Auxiliary chapter president will normally be the respective chief delegate. However, if the AFSA or Auxiliary chapter president is unable to attend the conference/convention or does not desire to be the chief delegate, the AFSA or Auxiliary chapter membership shall elect such from among the other elected delegates.
- c. **ELECTION OF DELEGATES.** Delegates to attend the AFSA/Auxiliary International Conference/Convention are elected by the chapter membership at either a regular or a special meeting. Each delegate's voting strength, based on a formula of one (1) vote per twenty-five (25) Active members (ten [10] Active members for the Auxiliary) or major portion thereof, will be authorized by the chapter membership IAW the rules in the Policies and Procedures Manual.
- d. **ACCREDITATION OF DELEGATES.** Each chief delegate to an International Conference/Convention must be in possession of a Letter of Accreditation in a format provided by the respective Credentials Committee. This letter must be presented to the respective Credentials Committee immediately following registration. Delegates are authorized and encouraged to represent their respective chapters at all conference/convention meetings and to exercise the voting rights of their chapters during all such meetings, in accordance with instructions given them by their respective chapter membership.

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

- a. **PETITION PRIOR TO ANNUAL AFSA/AUXILIARY INTERNATIONAL CONFERENCE/CONVENTION/MEETING(S).** Any unassigned member/member assigned to an inactive chapter, who secures a signed petition of twenty-five (25) unassigned members/members assigned to an inactive chapter (ten [10] for the Auxiliary), requesting that the member act as their delegate, will be a “delegate-at-large” and will represent the petition’s signers, provided the petition is received at AFSA International Headquarters by registered mail no later than thirty (30) days before the scheduled convening of the International Conference/Convention, and is verified by the respective Credentials Committee. No “delegate-at-large” shall be entitled to more than one (1) vote.
- b. **PRESENCE AT ANNUAL AFSA/AUXILIARY INTERNATIONAL CONVENTION.** Any unassigned member/member assigned to an inactive chapter, who did not obtain representation by a “delegate-at-large” as a result of signing a petition, or member assigned to an active chapter and not represented by an accredited delegation, must register at the Annual AFSA/Auxiliary International Conference/Convention/Meeting(s) in order to be represented by a delegate. The respective Credentials Committee shall place such members in twenty-five (25) Active member units (ten

[10] for the Auxiliary) in order of registration. The first registered member of each such unit will be the chairman pro tem of the unit. These units shall meet independently to elect a delegate to vote on their behalf. However, if only one unit is created, and has less than twenty-five (25) members (ten [10] for the Auxiliary), it shall be entitled to representation by one (1) of its members as a “delegate-at-large.” No “delegate-at-large” shall be entitled to more than one vote.

**SECTION 6. RULES OF VOTING.** A majority vote of the respective delegates present at any regularly held and duly called AFSA/Auxiliary International Conference/Convention/Meeting shall determine any questions concerning procedural matters impacting only on that Conference/Convention/Meeting(s) and the members/delegates present; any question or matter impacting on the entire Association membership shall be determined by a majority vote (except bylaw amendments, which require a two-thirds vote) of the respective delegates (to include assigned voting strength) present at such convention.

**SECTION 7. RULES OF ORDER.** The annual meeting shall be regulated and controlled according to ROBERT'S RULES OF ORDER (Revised) for parliamentary procedures except as provided in the AFSA/Auxiliary Bylaws and the AFSA/Auxiliary Policies and Procedures Manual. This rule does not prohibit the respective AFSA/Auxiliary International Presidents from operating under “Relaxed Rules of Order” provided the intent of this paragraph is followed.

**SECTION 8. MANAGEMENT OF ANNUAL AFSA/AUXILIARY INTERNATIONAL CONFERENCE/CONVENTION/MEETINGS.** The International Headquarters shall finance and manage the Annual AFSA/Auxiliary International Conference/Convention/Meeting(s).

## **BYLAW 6 - AFSA/AUXILIARY INTERNATIONAL OFFICERS**

### **SECTION 1. ELECTED OFFICERS**

- a. **ELECTED AT THE INTERNATIONAL CONFERENCE/CONVENTION/MEETING.** The elected officers of AFSA shall be the International President; Vice President; Trustee, Retired and Veterans Affairs; Trustee, Active Duty Affairs; Trustee, Air Force Reserve Command Affairs, and Trustee, Air National Guard Affairs. These officers shall be elected at the AFSA/Auxiliary International Conference/Convention/Meeting. The elected officers of the Auxiliary shall be the International Auxiliary President; Vice President; and 1st, 2nd and 3rd Trustees. The AFSA International President shall serve as a non-voting, ex-officio, member of the International Auxiliary Executive Council. The International Auxiliary President shall serve as a non-voting, ex-officio, member of the AFSA International Executive Council and AFSA International Executive Committee.

- b. **ELECTED AT DIVISION CONFERENCE/CONVENTION/MEETING(s).** A maximum of fourteen (14) division presidents shall be elected at the respective annual division conventions. The division presidents shall serve as members of the AFSA International Executive Council. In the event any division president so elected is unable to attend one or more sessions of the AFSA International Executive Council, that division president may direct the division vice president to serve with voting rights, provided such division vice president has been duly elected or appointed and confirmed by the respective division executive council prior to performing such service.

**SECTION 2. QUALIFICATIONS FOR OFFICE.** Any respective AFSA/Auxiliary Active member, in good standing, shall be eligible for nomination and election to any respective elected office of the AFSA or the Auxiliary. However, the AFSA Trustee, Retired and Veterans Affairs shall be either a retired or veteran member ; Trustee, ANG Affairs shall be a member of the active ANG; Trustee, AFRC Affairs shall be a member of the active AFRC; and the Trustee, Active Duty Affairs shall be a member of the Air Force Active Duty. If the status of any of these AFSA trustees changes, whereby a trustee is no longer a member of the component/group represented, that trustee's term of office shall be automatically terminated unless extended to the next International Conference/Convention by the AFSA respective International President.

**SECTION 3. NOMINATION AND ELECTION OF OFFICERS AT INTERNATIONAL CONFERENCE/CONVENTION.** Nominations may be made only from the floor of the Annual AFSA/Auxiliary International Conference/Convention. All nominations shall be voted upon by open ballot. Balloting for a contested position shall be continued until one candidate receives a majority of the votes cast and the individual receiving the lowest number of votes cast being dropped from further consideration.

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

- a. The AFSA International President and International Auxiliary President shall serve for one year.
- b. The following elected officials shall serve for two years, beginning with odd-numbered years:
  - 1) AFSA and Auxiliary vice presidents
  - 2) AFSA Trustee, Active Duty Affairs
  - 3) AFSA Trustee, Retired and Veterans Affairs
  - 4) AFSA division presidents of odd-numbered divisions

- 5) Auxiliary 2nd Trustee
- c. The following elected officials shall serve for two years, beginning with even-numbered years:
  - 1) Trustee, Air National Guard Affairs
  - 2) Trustee, Air Force Reserve Command Affairs
  - 3) AFSA division presidents of even-numbered divisions
  - 4) Auxiliary 1st Trustee
  - 5) Auxiliary 3rd Trustee

**SECTION 5. VACANCIES.** In the event of death, inability to serve, or resignation, elected office vacancies shall be filled as follows:

- a. **INTERNATIONAL PRESIDENT AND INTERNATIONAL AUXILIARY PRESIDENT.** A vacancy in the office of International President or International Auxiliary President shall be filled by the respective vice president for the unexpired term.
- b. **OTHER VACANCIES.** All other vacancies (except division presidents) shall be filled by appointment of the respective International President, subject to the approval of the respective International Executive Council. If the unexpired term includes a period when an International Conference/Convention/Meeting(s) is held, the appointment shall be temporary until the International Conference/Convention/Meeting. The position shall be filled by election to that office for the balance of the unexpired term.
- c. **VACANCIES DURING INTERNATIONAL CONFERENCE/CONVENTION/MEETING.** Vacancies (except division presidents) arising during an International Conference/Convention/Meeting(s) shall be filled by election.

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

**SECTION 7. REMOVAL OF INTERNATIONAL OFFICERS.** The AFSA International Executive Committee or the International Auxiliary Executive Council as appropriate, in its discretion, after due notice and hearing on sworn written allegations, may remove any elected officer for cause by a three-fourths majority vote of all its members. Such allegations may arise from any member of the AFSA International Executive Committee, International Auxiliary Executive Council or any other person; however, the proof of the allegations shall

be the responsibility of the person bringing forth the allegations. Removal of an International Officer requires majority approval of the entire AFSA International Executive Council by mail (USPS or electronic) or facsimile vote.

## **BYLAW 7 - DUTIES OF INTERNATIONAL OFFICERS**

### **SECTION 1. AFSA INTERNATIONAL PRESIDENT**

- a. The AFSA International President shall serve as Chair of the AFSA International Executive Council, AFSA Executive Committee, and Annual AFSA/Auxiliary International Conference/Convention/Meeting(s). The president shall also serve as a member, ex-officio, with right to vote on all committees. The president, with the approval of the AFSA International Executive Committee, shall make all required appointments of standing and special committees.
- b. As the chairman of the AFSA International Executive Council and AFSA Executive Committee, the president shall preside at the business meetings. If the chairman vacates the "Chair" during such meetings, the Vice President shall assume the "Chair". If the Vice President is not present or the position is vacant, the President shall appoint another member of the AFSA International Executive Council as "Chair". The office of temporary "Chair" terminates when the President returns and reassumes the "Chair."
- c. At the Annual AFSA/Auxiliary International Conference/Convention/Meeting(s) 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 value of AFSA. The President shall perform such other duties as are necessarily incidental to the office of president or as may be prescribed by the AFSA International Executive Council.

### **SECTION 2. INTERNATIONAL AUXILIARY PRESIDENT**

- a. The International Auxiliary President shall serve as Chair of the International Auxiliary Executive Council and Annual International Auxiliary Conference/Convention/Meeting(s). The International Auxiliary President shall also serve as a member, ex-officio, on all committees but with voting rights only in case of a tie. The International Auxiliary President, with the approval of the International Auxiliary Executive Council, shall make all required appointments of Auxiliary standing and special committees.
- b. At the Annual AFSA/Auxiliary International Conference/Convention/Meeting(s), and such other times as the Auxiliary President shall deem proper, the International Auxiliary President shall communicate to the members such matters and make such

suggestions as may, in the President's opinion, tend to promote the welfare and increase the value of the Auxiliary. The International Auxiliary President shall perform such other duties as are necessarily incidental to the office of International Auxiliary President, or as may be prescribed by the International Auxiliary Executive Council. The International Auxiliary President is required to maintain close liaison and to seek advice and guidance from the AFSA International President and AFSA International Executive Council.

**SECTION 3. AFSA/AUXILIARY VICE PRESIDENT.** The respective vice presidents shall be responsible for such duties as are individually assigned by the respective International presidents. Duties of the AFSA Vice President shall be approved by the AFSA International Executive Committee.

**SECTION 4. AFSA/AUXILIARY TRUSTEES.** There shall be four (4) AFSA and three (3) Auxiliary trustees, who shall be responsible for attending all meetings of their respective International Executive Council, participating fully in the deliberations and decisions, and performing such other duties as may be assigned by the AFSA International Executive Committee, International Auxiliary Executive Council, or the respective International President as appropriate.

**SECTION 5. AFSA DIVISION PRESIDENTS.** There shall be a maximum of fourteen (14) AFSA division presidents, who shall be responsible for attending all meetings of the AFSA International Executive Council, participating fully in the deliberations and decisions, and performing such other duties as may be assigned by the AFSA International President and approved by the AFSA International Executive Committee.

**SECTION 6. DELEGATION OF DUTIES.** Any administrative duties of the AFSA or Auxiliary International Executive councils may be performed under the supervision of the Chief Executive Officer by employees of the International Staff or consultants.

## **BYLAW 8 - AFSA/AUXILIARY INTERNATIONAL EXECUTIVE COUNCILS**

**SECTION 1. AUTHORITY AND RESPONSIBILITY.** Between International Conferences/Conventions/Meetings, the AFSA and Auxiliary governing bodies shall be the respective International Executive Councils. The delegates, at a duly constituted AFSA/Auxiliary International Conference/Convention/Meeting, shall have the power to override any decisions made by the International Executive Councils. The respective International Executive Council shall have the supervision over its operations and shall determine its policies or changes therein; it shall actively prosecute its objectives and supervise the disbursement of its funds. The AFSA International Executive Council adopts such rules, regulations, policy, and other directives as shall be deemed advisable and may, in the execution of powers granted, delegate certain portions of its authority to the AFSA Executive Committee. The International Auxiliary Executive Council adopts such rules,

regulations, policy, and other directives as shall be deemed advisable and that do not conflict with the AFSA/Auxiliary Bylaws and the AFSA/Auxiliary Policies and Procedures Manual.

## **SECTION 2. AFSA/AUXILIARY EXECUTIVE COUNCIL COMPOSITION**

- a. The AFSA International Executive Council shall consist of the AFSA International President, Vice President, four (4) trustees and a maximum of fourteen (14) division presidents, who shall be elected or appointed as herein prescribed. The Senior Advisor, Airmen Activity Coordinator, the International Auxiliary President shall be non-voting, ex-officio, members of the AFSA International Executive Council. The AFSA CEO shall serve as an advisor to the Council.
- b. The International Auxiliary Executive Council shall consist of the International Auxiliary President, Vice President and three (3) trustees, who shall be elected or appointed to office as herein prescribed. The AFSA International President, the Auxiliary Senior Advisor shall be non-voting, ex-officio, members of the International Auxiliary Executive Council.

**SECTION 3. AFSA/AUXILIARY EXECUTIVE COUNCIL QUORUMS.** At any meeting of the respective AFSA or Auxiliary International Executive councils, no less than twelve (12) members (four [4] Auxiliary) shall constitute a quorum for the transaction of the AFSA or the Auxiliary business, and any other such business, thus transacted, shall be valid, providing that the majority of those present and voting affirmatively “pass” the transaction.

**SECTION 4. AFSA/AUXILIARY EXECUTIVE COUNCIL MEETINGS.** Regular meetings of the respective International Executive Councils shall be held no less than twice annually, at such times and places as the respective International Executive Council may prescribe. Special meetings of the International Executive Council may be called by the International President not less than ten (10) days before the meeting is held. Special meetings of the Auxiliary Executive Council may be called by the International Auxiliary President, or at the written request of the majority of the members of the International Auxiliary Executive Council, by notice mailed (USPS or electronically), delivered, telephoned, facsimiled, or telegraphed to each member of the International Auxiliary Executive Council not less than ten (10) days before the meeting is held.

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

**SECTION 6. VOTING BY WRITTEN METHOD (USPS, ELECTRONICALLY, or FACSIMILE).** When, in the opinion of the respective International President, prompt action is required, but the matter is not of sufficient importance to warrant the calling of a special meeting, a written ballot may be employed. When such method of voting is employed, no

action shall become effective unless it is approved by the majority of the entire respective International Executive Council. All members of the council shall be given written notice of the results of the ballot within sixty (60) days after completion of voting, and the results shall be duly recorded at the next regular meeting.

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

## **BYLAW 9 - AFSA EXECUTIVE COMMITTEE**

**SECTION 1. AUTHORITY AND RESPONSIBILITY.** The AFSA Executive Committee shall exercise all the powers and perform all the duties of the AFSA International Executive Council between meetings of the AFSA International Executive Council, except that the AFSA Executive Committee shall not, unless otherwise authorized by the council, amend the AFSA/Auxiliary Policies and Procedures Manual. Upon request of any member of the AFSA Executive Committee, actions of the committee shall be reported immediately to the AFSA International Executive Council for ratification by mail (USPS or electronically).

**SECTION 2. COMPOSITION.** The AFSA Executive Committee shall consist of the AFSA International President; Vice President; Trustee, Active Duty Affairs, Trustee, Retired and Veterans Affairs, Trustee, Air National Guard Affairs, Trustee, Air Force Reserve Command Affairs, and four (4) division presidents elected by the other division presidents during the Annual AFSA/Auxiliary International Conference/Convention/Meeting(s). The AFSA Senior Advisor, International Auxiliary President, and International AAC shall serve as non-voting, ex-officio, members of this committee. The AFSA CEO shall serve as an advisor to the Executive Committee.

**SECTION 3. COMMITTEE QUORUM.** At any AFSA Executive Committee meeting, no less than seven (7) members of the committee, including the chairman, shall constitute a quorum for the transaction of AFSA business, and any such other business, thus transacted, shall be valid, providing that the majority of those present and voting affirmatively "pass" the transaction.

**SECTION 4. MEETINGS OF THE COMMITTEE.** The AFSA Executive Committee shall meet at the call of the AFSA International President or upon written request of at least seven (7) members of the AFSA Executive Committee. Location of the meeting shall be determined by the AFSA International President, with notification to the AFSA Executive Committee members being given at least one week prior to the meeting, if practicable.

**SECTION 5. VOTING RIGHTS.** An AFSA Executive Committee member's voting rights shall not be delegated to another nor exercised by proxy.

## **BYLAW 10 - INTERNATIONAL COMMITTEES**

**SECTION 1. AFSA BUDGET AND FINANCE COMMITTEE.** The AFSA Budget and Finance Committee shall consist of an appointed chairman, who is a member of the AFSA International Executive Committee, and other members as prescribed in the AFSA and Auxiliary Policies and Procedures Manual. The committee shall consult with the AFSA CEO on the AFSA Annual Budget and prepare recommendations for the AFSA International Executive Committee. The committee may perform other duties in connection with the AFSA financial management as the AFSA International Executive Committee may determine.

**SECTION 2. AUXILIARY BUDGET AND FINANCE COMMITTEE.** The Auxiliary Budget and Finance Committee shall consist of an appointed chairman, who is a member of the International Auxiliary Executive Council, and other members as prescribed in the AFSA and Auxiliary Policies and Procedures Manual. The committee shall consult with the AFSA CEO on the Annual Budget of the Auxiliary and prepare recommendations for the International Auxiliary Executive Council. The committee may perform other duties in connection with the Auxiliary financial management as the International Auxiliary Executive Council may determine.

**SECTION 3. AFSA INTERNATIONAL MEMBERSHIP COMMITTEE.** The AFSA International Membership Committee shall consist of an appointed chairman and other members as prescribed in the AFSA and Auxiliary Policies and Procedures Manual. The committee shall consult with the AFSA/Auxiliary International Presidents, the AFSA CEO, and others, and prepare recommendations for the AFSA International Executive Committee. The committee may perform other duties in connection with AFSA membership recruitment and retention programs as the AFSA International Executive Committee may determine.

**SECTION 4. AFSA INTERNATIONAL LEGISLATIVE COMMITTEE.** The AFSA International Legislative Committee shall consist of an appointed chairman and other members as prescribed in the AFSA and Auxiliary Policies and Procedures Manual. The committee shall consult with the AFSA/Auxiliary International Presidents, the Chief Executive Officer, and others, as appropriate, and shall encourage the submission of proposals by divisions/chapters, and the International Executive Council. The committee may perform other duties in connection with legislative affairs as the AFSA International Executive Committee may determine.

**SECTION 5. OTHER COMMITTEES.** The respective International President, with the approval of the AFSA International Executive Committee or the International Auxiliary Executive Council as appropriate, shall appoint such other committees, councils, ad hoc

Groups, and similar task forces as necessary, that are not in conflict these bylaws. All AFSA/Auxiliary standing committees' duties shall be prescribed by the AFSA International Executive Committee/International Auxiliary Executive Council in the AFSA and Auxiliary Policies and Procedures Manual. Duties of other respective committees, councils, ad hoc groups, and task forces shall be reflected in the minutes of the meeting that established the group.

## **BYLAW 11 - APPOINTED INTERNATIONAL OFFICIALS**

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

**SECTION 2. DUTIES.** Appointed officers' duties shall be set forth in the AFSA and Auxiliary Policies and Procedures Manual.

## **BYLAW 12 – DIVISIONS**

**SECTION 1. ORGANIZATION.** Bylaw 13, Sections 2, 3, 4, 5, 6 and 7 apply to divisions.

**SECTION 2. ELECTED AUXILIARY OFFICERS.** A maximum of fourteen (14) Auxiliary division coordinators shall be elected at annual division conventions, respectively.

**SECTION 3. DUTIES.** AFSA division presidents and Auxiliary division coordinators shall perform those functions prescribed by the respective International Executive Council, as set forth in the AFSA and Auxiliary Policies and Procedures Manual.

## **BYLAW 13 - AFSA/AUXILIARY CHAPTERS**

**SECTION 1. ORGANIZATION.** Local chapters shall be chartered by AFSA International Headquarters. A chapter will not be organized with fewer than twenty-five (25) Active members (ten [10] for Auxiliary chapters). Organized chapters, chartered by International Headquarters, are included within the corporate structure of AFSA. Chapter officers shall perform those functions prescribed by the governing bodies of AFSA and the Auxiliary as set forth in applicable AFSA and/or Auxiliary directives.

## **SECTION 2. CHAPTER FUNDS AND LIABILITIES**

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

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

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

#### **SECTION 4. CHAPTER OPERATED CLUBS AND OTHER ACTIVITIES**

- a. The Air Force Sergeants Association shall not be responsible or liable, financially or otherwise, for the operation or management of any club or other venture either sponsored or endorsed by an AFSA chapter.
- b. No chapter of AFSA will endorse or sponsor a club or venture involving finances, unless such club or enterprise shall be in compliance with the laws of the applicable country and/or state or other jurisdiction exercising control.
- c. Failure of any chapter to comply with the provision of this section will be sufficient cause to revoke the violating chapter's charter, as authorized in this bylaw.

**SECTION 5. REVOCATION OF CHARTERS.** The AFSA International Executive Committee or International Auxiliary Executive Council as appropriate, or their designee (Chief Executive Officer) for this matter with approval of the applicable division president and respective International President, may revoke the charter of any chapter for cause subject to the right of the chapter to appeal at the next Annual AFSA International Executive Committee/ International Auxiliary Executive Council meeting. The International Auxiliary Executive Council shall not revoke the charter of any Auxiliary chapter without first consulting with the applicable division president, who shall seek to prevent such revocation by obtaining maximum support from the parent chapter. Such action may be taken when a chapter fails to comply with written directives within the scope of the AFSA/Auxiliary Bylaws, the Policies and Procedures Manual, and for such other reasons as follows:

- a. When a chapter does not conduct business or meetings at least quarterly and in compliance with AFSA's quorum requirements.
- b. When a chapter fails to maintain written contact, to include properly submitted reports, with International Headquarters for a period of two-hundred-seventy (270) days.
- c. When a chapter conducts or supports actions that are in violation of, or detrimental to, the AFSA aims and objectives.

- d. When a majority of the chapter members sign a petition requesting revocation, pending a new election of officers.
- e. When a chapter's membership is less than twenty-five (25) (ten [10] for Auxiliary) for a period of ninety (90) days.

#### **SECTION 6. ACTIONS TAKEN UPON REVOCATION OF CHARTERS**

- a. All chapter property shall be converted to cash or disposed of as considered legally appropriate by the remaining members of the chapter if the property cannot be converted to cash.
- b. All financial records of the chapter shall be audited in accordance with the regulations of the jurisdiction where the chapter is located, or otherwise prescribed by the respective International Executive Council.
- c. All local financial obligations shall be satisfied, and the balance of funds, if any, shall be forwarded to International Headquarters. Any AFSA funds, so received, shall be held in escrow by International Headquarters for a period of one (1) year and then transferred to an AFSA Fund as determined by consultation between the AFSA International President and CEO. Any Auxiliary Funds, so received, shall be held in escrow by International Headquarters for a period of one (1) year and then transferred to the International Auxiliary General Fund.
- d. All records, including the charter, will be returned to International Headquarters.
- e. The Auxiliary chapter reverts to inactive status with all members remaining thereto assigned.

#### **SECTION 7. ACTIONS UPON CHAPTER REACTIVATION**

- a. AFSA International Headquarters will return all available chapter records.
- b. Funds will not be returned unless reactivation occurs within one (1) year from the date funds were received at AFSA International Headquarters.

**SECTION 8. CHAPTER RELOCATION.** Chapters shall not be relocated without the approval of the majority of the members of the chapter. Such approval must be by written petition or recorded in the minutes of either a regular or special meeting. If approved by the respective division and International Headquarters, the chapter will be deactivated at its present location, and a new chapter organized at the new location.

**SECTION 9. VOLUNTARY DEACTIVATION.** If, for any reason, the majority of the members of an Active chapter desires the voluntary deactivation of their chapter, a special

meeting shall be held and a vote taken and made a matter of record in the minutes of such meeting. The same actions apply as for revocation of charters as stipulated in Section 6.

**SECTION 10. MERGING OF CHAPTERS.** If, for any reason, the majority of the members of two (2) or more chapters desire to merge their chapters, a special meeting shall be held by each chapter involved and a vote taken and made a matter of record in the minutes of such meeting(s). If approved by the division(s) and International Headquarters, the chapters will be merged as requested.

## **BYLAW 14 - AFSA CHIEF EXECUTIVE OFFICER AND STAFF**

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

### **SECTION 2. AUTHORITY AND RESPONSIBILITY**

- a. The AFSA Chief Executive Officer shall be responsible for all management functions, in accordance with the mandates and policy directives of the AFSA and Auxiliary International Executive Councils.
- b. The CEO shall employ, and may terminate the employment of, members of the staff necessary to carry on the work of AFSA and the Auxiliary, and fix their compensations within the approved budget.
- c. The CEO shall define the duties of the International Staff, supervise their performance, establish their titles, and delegate those responsibilities of management as shall, in the Chief Executive Officer's judgment, be in the best interest of AFSA and the Auxiliary.
- d. The CEO shall execute contracts in the name of AFSA and the Auxiliary pursuant to authority vested him by the AFSA and International Auxiliary Bylaws, Policies and Procedures Manual, AFSA International Executive Councils, and AFSA International President.
- e. The CEO shall be the custodian of the corporate records and the seal of the corporation, and shall see that the seal is affixed to all documents, the execution of which on behalf of the corporation under its seal, is duly authorized.
- f. The CEO should act as secretary at the Annual AFSA/Auxiliary International Conference/Convention/Meeting(s) and at all meetings of the AFSA/Auxiliary International Executive Councils and the AFSA Executive Committee, and shall keep

a record of all the proceedings thereof.

- g. The CEO shall maintain a register of all members of AFSA and the Auxiliary.
- h. The CEO shall receive, collect, safely keep, and, under the direction of the AFSA or Auxiliary International Executive Council, disburse all funds of AFSA and the Auxiliary and make reports of receipts and disbursements as required.
- i. The CEO shall perform all other duties assigned to him by the AFSA/ Auxiliary Bylaws, AFSA and International Auxiliary Policies and Procedures Manual, AFSA International Executive Council, or the AFSA International President.

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

## **BYLAW 15 - FINANCE AND ADMINISTRATION**

**SECTION 1. FISCAL YEAR.** The AFSA and the Auxiliary fiscal year shall begin on the first day of May and end on the last day of April each year.

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

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

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

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

**BYLAW 16 –INTERNATIONAL AUXILIARY**

Auxiliaries may be organized by all levels of jurisdiction within AFSA, as prescribed in the AFSA and International Auxiliary Policies and Procedures Manual.

**BYLAW 17 - AMENDMENTS**

**SECTION 1. PROCEDURES.** These bylaws may be amended or repealed by a two-thirds vote (to include assigned voting strength) of the respective delegates present at any Annual AFSA/Auxiliary International Conference/Convention/Meeting, duly called and regularly held; notice of such proposed AFSA amendments is to be published in the official AFSA magazine at least forty-five (45) days before such conference/convention/meeting. The Auxiliary may only amend the Auxiliary portions of these bylaws. Amendments or repeals will be by two-thirds vote (to include assigned voting strength) of the Auxiliary delegates present at any AFSA/Auxiliary International Conference/Convention Meeting, duly called and regularly held. Notice of such amendments is to be given before such convention. Amendments may be proposed by the AFSA International Executive Committee or the International Auxiliary Executive Council, AFSA divisions, AFSA/Auxiliary chapters, or upon petition of any twenty-five (25) AFSA Active members (ten [10] Auxiliary Active members), addressed to the AFSA International Executive Committee or the International Auxiliary Executive Council as appropriate, and received at AFSA International Headquarters no later than 120 days prior to the Annual AFSA/Auxiliary International Conference/Convention/Meeting. The AFSA International Executive Committee/International Auxiliary Executive Council shall present all such proposed amendments to the delegates with or without recommendation. NOTE: This action requires majority approval of the entire AFSA International Executive Council by mail (USPS, electronic, facsimile) vote.

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

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

**BYLAW 18 - DISSOLUTION**

AFSA and the Auxiliary shall use their funds only to accomplish the objectives specified in these bylaws. Any dissolution must be accomplished in accordance with the requirements of law in existence at the time of and during dissolution. On dissolution of AFSA and/or the

Auxiliary, any funds remaining shall be transferred to the Air Force Sergeants Association Scholarship Fund, or if for any reason, such transfer is not feasible, to one or more other regularly organized and qualified charitable, educational or philanthropic organizations, to be selected by the AFSA International Executive Council.