



POLICIES AND PROCEDURES OF THE

AIR FORCE SERGEANTS ASSOCIATION

AND

AFSA INTERNATIONAL AUXILIARY

APRIL 2006

UPDATED OCTOBER 2006, MARCH 2007, SEPTEMBER 2007

AIR FORCE SERGEANTS ASSOCIATION

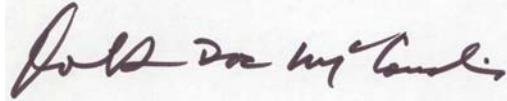
**POLICIES AND PROCEDURES
OF THE
AIR FORCE SERGEANTS ASSOCIATION
AND THE AFSA INTERNATIONAL AUXILIARY**

FOREWORD

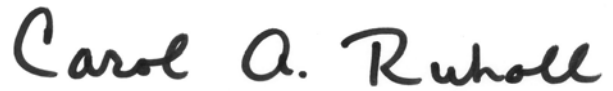
1. These policies and procedures were developed in accordance with (IAW) AFSA/ Auxiliary Bylaw 8, Section 1. They are binding on all Air Force Sergeants Association (hereinafter referred to as AFSA) and International Auxiliary (hereinafter referred to as Auxiliary) members, divisions, chapters, and the AFSA and Auxiliary International Executive councils' members, Headquarters staff, contractors, consultants, and other individuals or companies under contract with the AFSA or its Auxiliary.
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 and Auxiliary recommendations must be submitted to the respective AFSA chapter leadership and to the chapter's general membership for action.
 - 2) AFSA and Auxiliary 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 International Executive Committee/Council for action.
 - b. Executive Council/Executive Committee Member 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 Committee/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 and AFSA INTERNATIONAL
AUXILIARY EXECUTIVE COUNCILS:

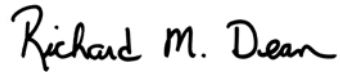
OFFICIALS:



JOHN R. McCAUSLIN
AFSA International President



CAROL A. RUHOLL
AFSA International Auxiliary President



RICHARD M. DEAN
Chief Executive Officer

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

*THIS MANUAL SUPERSEDES AFSA MANUAL 100-2, DATED APRIL 2006, AS
AMENDED, WHICH SHOULD BE DESTROYED.*

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POLICIES AND PROCEDURES
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PRINCIPLE 1 - NAME, LOCATION, LOGOS AND COLORS

Section 1. Name

- a. International. (See AFSA and Auxiliary 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 and Auxiliary 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 “proper name” in addition to the assigned number, the name shall be submitted through the International Headquarters to the Executive Committee 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.
 - 3) The AFSA and Auxiliary 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 IAW AFSA and Auxiliary Bylaw 1, Section 2.

- b. Division. The division headquarters shall be located within the boundaries established by the International Executive Council IAW Bylaw 3, Section 4.
- c. Chapter. In addition to Bylaw 3, Section 5 and Bylaw 13, 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 and Auxiliary Logos. The AFSA and Auxiliary official logos are registered trademarks, on file with the U.S. Patent and Trademark Office. Any unauthorized use or infringement is an illegal act. The logos may be used on official documents, electronic media, flags, stationery, emblems, jewelry, plaques, and similar items. The logos shall not be used to endorse or appear to endorse any commercial products, service or person/private endeavor without the express written approval of the International Chief Executive Officer as approved by the AFSA International Executive Committee or the International Auxiliary Executive Council as appropriate. The logos are as follows.



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

<u>Color</u>	<u>Representation</u>
Silver	Looking forward (the silver lining behind every cloud)
White	Purity of heart (charitable organization)
Blue	Dominance over air and space (control and protect)

Elements

“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 and Auxiliary Elected Officials and Other Members

- a. AFSA and Auxiliary Color Recognition Code. The Color Recognition Code is established to honor and acknowledge certain positions within the Association. The AFSA and Auxiliary 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 and Auxiliary officers are entitled to wear the authorized colors in effect before the August 1991 and March 1994 changes.

- b. AFSA and Auxiliary Accessories

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

- c. All AFSA and Auxiliary members are encouraged to purchase and wear the items described in this section.

Section 5. Recognition of AFSA and Auxiliary International Executive Council Members. AFSA and Auxiliary International Executive council members and Auxiliary division coordinators shall be provided one official blazer and nametag upon being initially elected or appointed to an office.

Section 6. Official AFSA and Auxiliary Flags. The official AFSA and Auxiliary flags 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 7. AFSA and Auxiliary Division or Chapter Emblems. Each division or chapter organization may develop a distinctive emblem that may or may not incorporate the AFSA or Auxiliary logos or portions thereof. Proposed emblems, after approval by the respective Division or Chapter Executive Council, shall be submitted through channels to International Headquarters for approval or disapproval.

PRINCIPLE 2 - OBJECTIVES

Section 1. The Objectives of AFSA and the Auxiliary. The AFSA and the Auxiliary objectives are contained in AFSA and Auxiliary Bylaw 2.

Section 2. Code of Conduct

- a. The AFSA Code of Conduct charts the course for the honorable and provides standards by which to judge the transgressor. Individuals who purport to act in the name of the Association should aspire by their conduct to rise above minimum standards, bearing in mind that the respect and confidence of the Association's members, whom they serve, require the highest possible degree of ethical conduct. The AFSA Code of Conduct, while having as its basis all of the laws of the United States and their underlying moral

spiritual, and ethical values, is not all-inclusive. However, it focuses upon certain general ethical standards that must be adhered to by those holding elected or appointed offices.

- b. Elected officials, as guardians of the reputation and property of the Association, and any other member or Association official representative, both past and present, play vital roles in the organization's preservation and advancement. The fulfillment of these roles requires an understanding of their relationship with the Association, its membership, and those with whom the Association engages in professional, business, social, community, governmental, and other meaningful activities. An important obligation of all who act for and/or on behalf of the Association is to maintain and adhere to the highest standards of ethical conduct; therefore, a similar Code of Conduct is published in the AFSA Personnel Policy Manual for AFSA employees.
- c. All elected and appointed AFSA and Auxiliary officials, past and present, shall:
 - 1) Engage in no activity of any nature that shall bring discredit or embarrassment upon the Association;
 - 2) Maintain complete loyalty to the Air Force Sergeants Association;
 - 3) Carry out the duties of office in the best interest of the Association as a whole without regard to subordinate organizations or personal values, opinions, or considerations;
 - 4) Hold inviolate the confidential relationship between the individual AFSA members and themselves, as well as the confidential information entrusted to them through AFSA International Headquarters, divisions and chapters;
 - 5) Endorse no product or service on AFSA's behalf, unless approved by the AFSA International Executive Council;
 - 6) Strive for a harmonious working relationship between all chapters, divisions, and all other functions within the AFSA organization, and with the Department of the Air Force, Department of Defense, other governmental agencies, and military associations;
 - 7) Uphold the independence of the Association, and never permit it to become subservient to any other association or organization;
 - 8) Accept no gratuity or special compensation for the performance/nonperformance of acts on AFSA's behalf, from any individual member, chapter or division, or any other person or organization;
 - 9) Neither engage in nor countenance any exploitation of AFSA;
 - 10) Recognize and discharge their responsibility and that of AFSA to uphold all local,

state, and federal laws and regulations relating to the association's activities;

- 11) Exercise and insist on sound business principles in the conduct of the affairs of the Air Force Sergeants Association;
- 12) Never use AFSA's name or its influence, directly or indirectly, to support any political party or candidate for nomination, election or selection to any federal, state, county, city, town or other political office;
- 13) Use only legal and ethical means in any efforts to influence legislation, regulations or administrative policies and determinations. In this regard, chapters and/or members shall not use AFSA's name, directly or indirectly, to influence governmental policies or determinations, unless specifically authorized to do so by the AFSA International Headquarters (recommendations for proposed federal, state, or local governmental legislative or regulatory action shall be forwarded to the AFSA Chief Executive Officer for evaluation and consideration, appropriate coordination, and concerted action);
- 14) Issue no false or misleading statements of any nature, whether they affect AFSA, other associations, or other individuals and organizations;
- 15) Utilize every opportunity to promote public understanding of AFSA and its objectives;
- 16) Maintain the highest standards of personal conduct so AFSA shall have an indisputable image of solid integrity;
- 17) Use the utmost discretion when using an official position to influence an election/nomination to office or any other business matter within AFSA;
- 18) Never directly or indirectly promise or pledge the appointment (or use of influence in support of the appointment) of any person to any position within AFSA, for the purpose of securing support for any candidate for office within AFSA;
- 19) Enthusiastically pursue all of AFSA's stated or adopted objectives, regardless of any personal misgivings;
- 20) Serve all AFSA members impartially, granting no special favors or privileges to any member;
- 21) Cooperate fully in every reasonable and proper way with AFSA members, officers, executives, staff members, and other personnel;
- 22) Comply with lawful requests and instructions, and give only reasonable and lawful requests and instructions when acting in a supervisory capacity;

- 23) Act prudently where the receipt of monies or property on behalf of AFSA (or disposal of AFSA property) is involved, keeping account of each transaction, and presenting an accounting at the proper time, or upon demand, with such vouchers and receipts as business usage customarily requires;
- 24) Perform duties loyally and skillfully, and refrain from deceiving AFSA by entering into business or personal relationships with others whereby a conflict of interest with AFSA would be created; and
- 25) Never use knowledge acquired during tenure of office for personal advantage, to the detriment of AFSA, or in competition with AFSA. In this regard, even after tenure has ceased, officers remain subject to a duty not to disclose, or use for their own advantage, confidential information entrusted to them.

d. Financial Conflicts of Interest

- 1) Except as permitted by subsection d(2), below, Air Force Sergeants Association's elected or appointed officers (international, division, chapter) must never participate, either personally or substantively through another, as an AFSA representative, through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, in a determination, contract, claim, controversy, or other particular matter in which, to their knowledge, they have a financial interest; or in which their spouse, and/or other member of their immediate family or household, partner, organization in which they are serving as an officer, or any person with whom they are negotiating or have any arrangement concerning prospective employment, has a financial interest.
- 2) Subsection d(1), above, shall not apply if, after full written disclosure of the AFSA representative's financial interest, written determination is made by the AFSA International Executive Council (in the case of all elected and appointed officers and the AFSA Chief Executive Officer) that the financial interest is too remote or too inconsequential to affect the integrity of the AFSA representative's service.

e. Other Possible Conflicts of Interest

- 1) A spouse or other member of the immediate family or household of an employee, consultant, or other paid representative of the Air Force Sergeants Association, may be chosen for appointed or elected office and, in the performance of the duties of such office, may act on all AFSA matters, except where there is a conflict of interest that affects the integrity of the service to be performed. The officers and members who elect or appoint AFSA officers have the responsibility for deciding whether each individual should be chosen, based upon consideration of all relevant factors, including the nature of the relationship with the employee, consultant, or paid representative.

- 2) A spouse or other member of the immediate family or household of an individual holding elected or appointed office within the Air Force Sergeants Association may be a paid employee, consultant or other similar agent of AFSA and, in the performance of duties, may act on all AFSA matters, except where there is conflict of interest that affects the integrity of the services performed. The AFSA Chief Executive Officer has the responsibility for deciding whether an individual should be employed or retained, based upon consideration of all relevant factors, including the nature of the relationship with the elected or appointed officer.
- 3) A spouse or other member of the immediate family or household of an individual holding elective office is not eligible for scholarships, grants and other monetary benefits during the term of the elected office and five years after the term of the elected office is vacated. Family members include children, grandchildren, nieces, nephews, aunts, uncles, etc.
- 4) A spouse or other member of the immediate family or household of paid staff (Chief Executive Officer or director) is not eligible for scholarships, grants, or other monetary benefits that are not part of AFSA's compensation and benefit package. Said members are not eligible during staff member's employment and five years after employment is terminated. Family members include children, grandchildren, nieces, nephews, aunts, uncles, etc.

f. Code of Conduct Violation

- 1) Any actual or alleged violation of the AFSA Code of Conduct is within the purview of the AFSA International Executive Committee. Any member or officer who violates any article of the Code of Conduct may be subjected to disciplinary action by the AFSA International Executive Committee.
- 2) The appropriate president at each level (division or chapter) should immediately submit any allegations of Code of Conduct violations received to the AFSA International President. The submitting president shall provide any interim-level president an informational/courtesy copy of any allegation(s) being forwarded. The submitting and any interim-level president should be informed of the resolution of the case.
- 3) Disciplinary action, after review and approval of the AFSA International Executive Council, may consist of measures including but not limited to those listed below. In determining appropriate actions, the AFSA International Executive Council should give strong consideration to the recommendations of the AFSA International President, Ethics Committee, or other agent(s) of the AFSA International President that conducted the preliminary inquiry. Types of disciplinary action that can be recommended to the AFSA International Executive Council for approval include, in ascending order of severity:

- a) Censure (written or verbal, private or public);
- b) Removal from office;
- c) Removal from lifetime trusteeship;
- d) Removal from the membership rolls;
- e) Referral to legal counsel for initiation of a lawsuit;
- f) Referral to civilian authorities for criminal prosecution.

(NOTE: Nothing in this section is intended to preclude removal of a chapter or division officer from office by the required vote of the affected executive council or membership, for absence, inactivity, non-payment of dues, or other conduct not violate of the Code of Conduct.)

- 4) It is the AFSA International President's responsibility to see that the Code of Conduct is enforced, and to conduct a preliminary investigation of all charges or allegations before referring such matters to the AFSA International Executive Council for resolution. The AFSA International President may conduct such preliminary investigations personally, or through a designated agent (local AFSA officials, an Ethics Committee, the Chief Executive Officer, etc.), as the AFSA International President deems fit.

Section 3. 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 AFSA International Executive Committee, 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 Committee.
- 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 Committee) 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 4. Disputes. Whenever an AFSA or the Auxiliary individual 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 or the Auxiliary 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 respective AFSA International Executive Committee/International Auxiliary Executive Council, as appropriate, if necessary (i.e., 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 Committee or International Auxiliary Executive Council as appropriate.

PRINCIPLE 3. AFSA and AUXILIARY ORGANIZATION (SEE AFSA AND AUXILIARY BYLAW 3)

Section 1. Division Organization (See AFSA and Auxiliary Bylaw 12)

- a. Divisions as an Extension of AFSA International Headquarters. The division shall be organized in accordance with the AFSA and Auxiliary Bylaws and the AFSA and Auxiliary 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 AFSA 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 AFSA 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 AFSA International Executive Committee.

Section 2. Chapter Organization (See AFSA and Auxiliary Bylaw 13)

- 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.
 - 2) All members retain the right to be assigned, temporarily or permanently, to the chapter of their choice. Members desiring to be assigned to a specific 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).
- 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 and Auxiliary Chapter Executive Council. The AFSA or Auxiliary Chapter Executive Council shall govern the chapter between general membership meetings.
- e. AFSA and/or Auxiliary Chapters as an Extension of AFSA International Headquarters. The chapter shall be organized and chartered in accordance with the AFSA and Auxiliary Bylaws and the Policies and Procedures Manual. When properly organized and chartered by the AFSA International Headquarters, the chapter is included within the corporate AFSA structure. The chapter shall comply with the AFSA and Auxiliary Policies and

Procedures Manual, the Bylaws, and such other lawful directives issued by AFSA 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/Auxiliary International Convention.

- f. Chapter Boundaries. AFSA division presidents in coordination with AFSA Headquarters establish chapter boundaries and assign zip codes and boundaries.
- g. 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 (except DRUs) and AFSA International Executive Committee.
- h. AFSA and Auxiliary Chapters Located on Military Installations
 - 1) AFSA and Auxiliary chapters operate on military installations at the installation commander's discretion and by the installation commander's 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 installation commander.
 - 2) The AFSA chapter president shall inform the installation commander of chapter activities to be conducted or operated on the installation. The Auxiliary chapter president shall only do so through the parent chapter.
 - 3) AFSA chapters should notify the installation commander in advance of the identity of individuals and groups of individuals, not normally authorized installation access, who are invited to participate in chapter-sponsored activities conducted on a military installation. Auxiliary chapters shall do so only through the parent chapter.
 - 4) The AFSA chapter president shall arrange an appropriate meeting between the incoming chapter executive councils and the installation commander within forty-five (45) days of any election or change of the installation commander. Auxiliary chapter presidents shall only make arrangements through the parent chapter.
 - 5) The International 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. Auxiliary chapters shall do so through the parent chapter.
 - 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) 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.

Section 3. Auxiliary Division/Chapter Organizations

- a. The organizational structure of Auxiliary division or chapter organizations shall be as set forth in these Policies and Procedures, promulgated by the AFSA International Auxiliary Executive Council.
- b. The Auxiliary division organizations will not be organized unless there are five (5) or more chartered Auxiliary chapters within the division.
- c. If there are less than five chartered Auxiliary chapters, a coordinator may be appointed to assist in establishing Auxiliary chapters within the division to obtain the required number for Auxiliary organization.

PRINCIPLE 4 - AFSA AND AUXILIARY MEMBERSHIP (SEE AFSA AND AUXILIARY BYLAW 4)

Section 1. Composition (See AFSA and Auxiliary Bylaw 4, Section 1): The International AFSA and Auxiliary Executive councils 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. Auxiliary membership is a class of AFSA membership. Once established, a person's class of membership shall not be changed by divorce.

Section 2. Qualifications (See AFSA and Auxiliary Bylaw 4, Section 2)

Section 3. Classes of Membership (See AFSA and Auxiliary Bylaw 4, Section 3)

- a. AFSA Associate Membership (See AFSA and Auxiliary Bylaw 4, Section 3b)
 - 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.
- b. AFSA Corporate Membership. 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 AFSA International Headquarters' staff with the advice and approval of the Executive Committee. AFSA International Headquarters is the only one authorized to solicit and obtain Corporate Members for the AFSA. Corporate members are not eligible to vote or hold office.

- c. Auxiliary Active Membership (See AFSA and Auxiliary Bylaw 4, Section 3d).
- d. Auxiliary Affiliate Membership. Former widowers and widows (not eligible for AFSA membership) of Associate members who remarry shall be considered eligible for Auxiliary Affiliate membership. Any husband or wife divorced from a spouse who was eligible for Associate membership in AFSA at the time of divorce shall be considered eligible for Affiliate membership.
- e. AFSA and Auxiliary Honorary Membership. The AFSA and Auxiliary International Executive councils have issued appropriate instructions defining criteria and methods of bestowing Honorary Member and/or Honorary President (within the AFSA division/chapter structure) upon Air Force officials or other dignitaries. Honorary membership granted at the international level is authorized upon approval of the AFSA International Executive Committee/International Auxiliary Executive Council. Division/Chapter honorary membership or Presidency may also be bestowed at the division or chapter level, but without International level benefits.

Section 4. Withdrawal or Transfer From Chapter. Any member may resign from the chapter by filing a written resignation with the chapter secretary or the International Headquarters. Such resignation from the chapter shall be effective upon receipt by the chapter secretary or AFSA Headquarters, and the member shall revert to unassigned member status or be transferred to another chapter of choice.

Section 5. Membership Dues (See AFSA and Auxiliary Bylaw 4, Section 9)

- a. Effective January 1, 2003, individual membership dues in AFSA shall be paid in the amounts and for the period specified below (Honorary members do not pay dues)
 - a) One Year - \$25 (Airmen E1 through E4 [Air Force Active Duty, Air National Guard and Air Force Reserve Command]; 18 months - \$18).
 - b) Two Years - \$44
 - c) Three Years - \$64
 - d) Life - \$350
 - e) Life - Quarterly Pay Plan - \$400 which includes a \$50 non-refundable administrative-service fee.

- b. Effective January 1, 2003, individual membership dues in the Auxiliary shall be paid in the amounts and for the period specified below (Honorary members do not pay dues):
 - a) One Year - \$16
 - b) Two Years - \$30
 - c) Three Years - \$43
 - d) Effective January 1, 2007, Life dues rates are:

Age 40 and under	\$400
Age 41 – 50	-- \$350
Age 51-60	-- \$300
Age 61 – 70	-- \$250
Age 71 and above	\$200

- c. In rare and special circumstances, the respective International Executive Council may waive payment of a member's dues.

- d. AFSA Life membership dues may be paid by installment as follows: An initial payment of fifty dollars (\$50) applied as a service fee and eight (8) subsequent equal quarterly payments. If the member fails to complete payments within two (2) years, any dues collected shall be credited toward payment of future annual dues. No refunds shall be made.

- e. If, after paying regular membership dues, a member elects to become a Life Member, credit shall be given for the last paid dues payment.
- f. Although local AFSA and Auxiliary 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 AFSA membership benefits, including the right to hold office and participate fully in the local chapter's activities.

Section 6. 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 7. Payment of Dues to International Headquarters. Members shall promptly remit to International Headquarters all dues collected from new and existing members.

Section 8. Definition of Dependent Children for Scholarship Purposes. Unmarried children, including legally adopted children or stepchildren, of an AFSA or Auxiliary 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 9. Voting and Eligibility to Hold Office (See AFSA and Auxiliary Bylaw 4, Section 10)

Section 10. Widows/Widowers Who Are AFSA Members. Effective at the close of the 1982 International Convention, if an AFSA Life membership is transferred to a widow/widower, he/she shall be assigned as an Active Auxiliary member (unless eligible for Active AFSA membership).

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

Section 1. AFSA and Auxiliary 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 AFSA and Auxiliary International or Division convention. At each Annual AFSA and Auxiliary International or Division convention, the presidents shall address the conventions. The American flag and the appropriate association flag shall be displayed at each meeting of the conventions.

Section 2. AFSA and Auxiliary International Convention Program. The AFSA International Executive Committee shall approve the Annual AFSA and Auxiliary International Convention program, and sixty (60) days notice of the program must be given to the members. The Auxiliary meetings of the Annual AFSA and Auxiliary International Convention program shall be prepared in coordination with the International Auxiliary President and the International Auxiliary Executive Council with the approval of the AFSA International President and/or the AFSA International Executive Committee.

Section 3. Chapter Delegates to the Annual AFSA and Auxiliary International/Division Convention. Determining Number of Total Votes Authorized at an AFSA Convention. In determining the total votes authorized at an AFSA convention, the appropriate Credentials Committee uses the AFSA Headquarters 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 and Auxiliary International/Division Convention (See AFSA and Auxiliary Bylaw 5, Section 5)

Section 5. Rules of Order for the Annual International or Division Conventions

- a. Delegates. See Bylaw 5, Section 4.
- b. Roster of Delegates. The respective 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 are public sessions, except when otherwise mandated by the delegates. Since most delegates are financed by their chapters or are on official TDY, they should 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, and such roll calls shall be made part of the convention 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 Executive Committee, Chief Executive Officer, and parliamentarian. The lower tier shall consist of the division presidents and the Airmen Activity Coordinator. The convention chairperson in accordance with guidelines provided by the AFSA International Executive Council may make modifications in the foregoing seating arrangement, to include Auxiliary officers and others.

- b) The Auxiliary head table shall consist of the International Auxiliary President, International Auxiliary Executive Council, the AFSA International President, Chief Executive Officer, and Auxiliary parliamentarian.
 - c) Variations of head table arrangements, to include Auxiliary officers and 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 or Auxiliary 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 Auxiliary officers and others, may be required and are authorized to accommodate the convention facilities and meeting space.
 - 3) Past AFSA and/or Auxiliary 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, International Auxiliary, 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 and Auxiliary 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) Require the rules set forth in these Policies and Procedures be followed.
 - 3) Decide questions of order and procedures.
 - g. Order of Business. The first business meeting shall be a joint AFSA and Auxiliary meeting. Subject to change by the AFSA International Executive Committee or International Auxiliary Executive Council as appropriate or the AFSA Division Executive Council prior to the convention, or by a two-thirds vote of the delegates present at the convention.
 - 1) Call to Order by Chairperson

- 2) Invocation at the first joint business meeting only
- 3) Pledge of Allegiance to the U.S. Flag at the first joint business meeting only
- 4) AFSA and Auxiliary Preambles as appropriate at the first joint business meeting only
- 5) Credentials Committee Report as appropriate
- 6) Roll Call to Determine Quorum as appropriate
- 7) Approval of Summary of Actions of the Previous Convention
- 8) Approval of Convention Agenda
- 9) AFSA and Auxiliary International Presidents, Division President, and Division Coordinator's Reports
- 10) Chief Executive Officer's or Secretary-Treasurer's Reports
- 11) AFSA and Auxiliary Committee Reports
- 12) Special Committees or Task Force Reports
- 13) Election of Officers
- 14) 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 and evaluation.)
- 15) Closing Prayer at final joint business meeting only
- 16) 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 (3) 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 (5) 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 (5) 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 (5) 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 (5) 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 sequence 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 the AFSA shall consist of individual nominations, a caucus, and elections. The Senior Advisor or an individual designated and appointed by the president, shall act as the chairperson for the election process and is a member of the credentials committee. The chairperson shall solicit assistance, as necessary to complete the election process.
- 1) Caucus
 - a) The nomination process consists of the chairperson announcing the name of the office for which a vacancy exists (e.g., the Office of President) and then reporting to the delegation the names of nominees submitting a resume for that office. The chairperson shall then open the floor for nominations for that office. All nominations must be made from the floor. Nominations from the floor shall be closed upon motion, properly seconded, and approved by voice vote.
 - 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. Demonstrations are not allowed during Auxiliary elections.
 - c) Nominating speeches for vice president and trustees shall be limited to a three-minute nominating speech and a two-minute seconding speech. Demonstrations

shall not be allowed.

- d) Upon conclusion of the nominations for the office announced by the chairperson, the candidates for each particular office shall assemble as directed by the chairperson to meet the caucus.
- e) The caucus process shall consist of the declared and nominated candidates. 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 questions 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, indicate who should answer, and delivered to the chairperson prior to the caucus close.
- f) Questions are asked in a random order, by Division, as determined by the chairperson. Divisions are limited to one (1) question per round. If there is no question, the division will indicate they don't have a question for this 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) The chairperson shall open the floor for nominations for the offices being contested. 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.
- c) 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 or unit. The chief delegate of the called chapter or unit 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 delegation.

- d) When the chief delegate of a chapter or unit 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 approved person by the delegate prior to the “delegate-candidate” leaving the room.
- e) 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.
- f) Upon conclusion of the balloting for each office, all candidates shall be afforded the opportunity to address the convention.
- g) 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.
- h) If a member of an 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.

i) Trustees shall be elected in the following order, if applicable:

International	Auxiliary	Division
Trustee—Active Duty Affairs	1 st Trustee	1 st Trustee
Trustee—Retired & Veterans Affairs	2 nd Trustee	2 nd Trustee
Trustee—ANG Affairs	3 rd Trustee	3 rd Trustee
Trustee—AFRC Affairs		Other Trustee

1. Amendments to the Bylaws and Business Items (other than approval of reports, agendas, summaries, motions, etc.)

- 1) 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, the Auxiliary, or the division upon request of the respective president or executive council.
- 6) Auxiliary past presidents shall also provide formal indoctrination to the new International Auxiliary Executive Council members.

Section 6. Management of the Annual AFSA and Auxiliary International Convention

- a. Convention Director. The AFSA 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 AFSA and Auxiliary International Executive councils 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 Committee 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 and Auxiliary 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 (See AFSA and Auxiliary Bylaw 5)

- a. 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 Convention.

Section 10. Division Convention Auxiliary Sessions

- a. Convention Program. The Auxiliary session(s) of the annual division convention program shall be prepared by the Auxiliary division coordinator with the approval of the AFSA Division President and/or the AFSA Division Executive Council.
- b. Quorum (See AFSA and Auxiliary Bylaw 5, Section 3). Quorum requirements will be consistent with the International Convention requirements.
- c. Seating. The head table shall consist of the Auxiliary division coordinator, the International Auxiliary Executive Council representative, and others as designated by the coordinator.
- d. Presiding Officer. The Auxiliary division coordinator shall preside at the Auxiliary session(s) of the convention.
- e. Order of Business (See Section 5g of this Principle).
- f. Election Procedures (See Section 5k of this Principle).
- g. Duties of Past Auxiliary Division Coordinators. Past Auxiliary division coordinators may:
 - 1) Moderate the Auxiliary caucus.
 - 2) Moderate the Auxiliary division coordinator election.
 - 3) Provide information to the new coordinator.
 - 4) Perform other duties as assigned by the coordinator.

Section 11. Chapter Meetings (Items unique to chapters and not covered in other areas or principles)

- a. Place and Date. The AFSA and Auxiliary 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

1) Notice of the time and place of general membership meetings shall be given to each member at least ten (10) days prior to the meeting. Notice may be made by individual USPS 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 Auxiliary officers shall be held during the months of January or February.

a) Chapters that establish a set time and place (for example, third Thursday of each month, 7:30 p.m., at the NCO Club) for general membership meetings must provide notice of the set meeting time and place at least annually. Such chapters are encouraged, but not required, 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 (10) days in advance, before any general membership meeting may convene after the time or place for such meeting as been changed from the set time and place.

b) Notice of time, place, and agenda for any special meeting shall be mailed to each chapter member at least ten (10) 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 11c, 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 or, in the case of DRUs by the International Executive Committee, prior to implementation.

1) Number of Members in Chapter	Number of AFSA Members Present
501—or more	20
201—500	15
25—100	10

- | | |
|---------------------------------|-------------------------------------|
| 2) Number of Members in Chapter | Number of Auxiliary Members Present |
| 501—or more | 15 |
| 201—500 | 10 |
| 25—100 | 5 |
- e. Presiding Officer. The AFSA or Auxiliary 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 to the Chair.
- 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, preferably through a chapter newsletter.
- g. Order of Business: Refer to P&P Principle 5, Section 5
- h. Decorum, Privileges, and Time Limitations (See Section 5h of this Principle).
- i. Voting (See Sections 5j(1) and (2) of this Principle).

PRINCIPLE 6 - OFFICERS

Section 1. Criteria for Candidates Vying for an Elected International Office

- a. General. Any AFSA or Auxiliary member seeking an elected office on the International Executive councils (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 and Auxiliary 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 or Auxiliary International President and the AFSA or Auxiliary 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 respective 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 Resume 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," not less than fifteen (15) days before the International Convention's convening date. Additional lead-time would be most helpful to allow AFSA 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) The resume should cover AFSA or Auxiliary activities and involvement, and military assignments that would reflect experience that could be applied toward AFSA or Auxiliary leadership. Include involvement in civilian and 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 and Auxiliary International Convention.
- b. Removal of a division president in accordance with Bylaw 6, Section 7, of the AFSA/Auxiliary Bylaws, automatically terminates the incumbent's status as a division president as well as membership on the AFSA International Executive Council.
- c. Resignation by a division president from membership on the AFSA International Executive Council automatically terminates the incumbent's status as a division president. Similarly, resignation as a division president automatically terminates membership on the AFSA 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 AFSA International President. The International Executive Committee 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 chapter or division presidents and Auxiliary division coordinators), 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 AFSA International Executive Committee; chapter presidents must request a waiver from the Division Executive Council. DRU Chapter Presidents must request a waiver from the International Executive Committee. Auxiliary division coordinators must resign or submit a request for waiver through their division president to the International Auxiliary President for approval/disapproval by the International Auxiliary 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 and Auxiliary Bylaw 6, Section 1)

Section 5. Elected/Appointed Division and Chapter Officers

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

President	Other Trustees
Vice President	Airmen Activity Coordinator (AAC)
1 st Trustee*	Auxiliary Division Coordinator
2 nd Trustee*	Auxiliary Division Assistant Coordinator
3 rd Trustee*	

* May be elected by the general membership or appointed by the respective division or chapter president, as determined by the division convention delegates or chapter's general membership.

- 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, and retired and veterans affairs, if applicable.

Section 7. Nomination and Election of Division Officers (See AFSA and Auxiliary Bylaw 6, Section 3)

- a. Auxiliary Division Coordinator. A coordinator shall be elected in those divisions that have five (5) or more active and responsive Auxiliary chapters.
- b. Appointed Coordinator. A division coordinator may be appointed by the International Auxiliary President, upon approval of the International Auxiliary Executive Council, in those divisions that do not have five (5) or more active and responsive Auxiliary chapters.
- c. Assistant Coordinator. A division assistant coordinator may be appointed, upon the recommendation of the respective division coordinator, by the International Auxiliary President.

Section 8. Nomination and Election of Chapter Officers. At least thirty (30) days prior to the convening of the annual membership meeting 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.

- 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 9. 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 and Auxiliary division coordinator shall serve for two (2) 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 (2) years, beginning with odd-numbered years.
- c. The vice president (odd-numbered divisions) shall serve for two (2) years, beginning with even-numbered years.
- d. Trustees shall serve for one (1) or two (2) years, as approved by the general membership and specified in the standing rules.

- e. The division assistant coordinator's term shall be concurrent with that of the division coordinator.

Section 10. Term of Office for Chapter Officers. Elected or appointed officers shall assume office no later than thirty (30) days following the general membership meeting at which they were elected or appointed, and shall serve until their successors have been duly elected or appointed and assume office.

- a. The president shall serve for one year.
- b. The vice president shall serve for two years, beginning with even-numbered years.
- c. Trustees shall serve for one (1) or two (2) years, as approved by the general membership and specified in standing rules.
- d. 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 (2) years or less.

Section 11. 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. Auxiliary Division Coordinator. A vacancy in the office of Auxiliary division coordinator may be filled by appointment by the International Auxiliary President until the next division convention, where an election shall be held for the remaining term of office.
- c. 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.
- d. Vacancies During Convention. Vacancies arising during a convention shall be filled by election or appointment, as determined by the delegates.

Section 12. 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 13. Dual Offices – Division. Officers elected or appointed to division offices within AFSA may hold any other office within the AFSA structure except at division or international level. If, at election or appointment to a division or international office, a person is holding another designated "elected" division or international office, a letter of resignation shall be submitted, as soon as possible, to the office then held in order to qualify for the office to which newly elected or appointed. This restriction does not apply to the appointed division officials, i.e., chaplain, sergeant-at-arms, historian, or secretary-treasurer.

Section 14. Dual Offices – Chapter. Officers elected or appointed to chapter offices within AFSA may hold any other office within the AFSA structure except at the chapter or international level. If, at election or appointment to an AFSA chapter or international office, a person is holding another designated "elected" chapter or international office within AFSA, a letter of resignation shall be submitted, as soon as practicable, to the office then held in order to qualify for the office to which newly elected or appointed. This restriction does not apply to the appointed chapter officials, i.e., chaplain, sergeant-at-arms, historian, or secretary-treasurer.

Section 15. Removal of International/Division Officers (Except Code of Conduct Violations) (See AFSA and Auxiliary Bylaw 6, Section 7). After due notice and hearing on sworn written allegations, the respective AFSA International Executive Committee or International Auxiliary Executive Council at international level or AFSA or Auxiliary councils at division levels may remove any elected officers at that level or a lower level organizational element of the association, for cause, by the three-fourths (3/4) 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 AFSA International Executive Council. Additionally, removal of a division president from the AFSA International Executive Council also removes that individual from the office of division president.

Section 16. Removal of Chapter Officers (Except Code of Conduct Violations) (See AFSA and Auxiliary Bylaw 6, Section 7). The Chapter Executive Council, in its discretion, may remove any chapter officer utilizing the procedure prescribed in Principle 6, Section 15, 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 and Auxiliary Bylaw 7)**

- a. AFSA President. The AFSA International President exercises the powers and performs the duties assigned this office by the AFSA and Auxiliary 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 AFSA and Auxiliary Bylaws, the Annual AFSA and Auxiliary International Convention, the AFSA International Executive Council, and the AFSA Executive Committee. 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 AFSA International Executive Council and AFSA Executive Committee, 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 in the implementation of association policies and submits unresolved conflicts with the Chief Executive Officer to the AFSA Executive Committee. The AFSA 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 Code of Conduct, Principle 2, Section 2. The AFSA International President shall be responsible for attending all meetings of the International Auxiliary Executive Council as a non-voting, ex-officio, member. Additionally, the International President will be the official AFSA representative to the governing boards of the Airmen Memorial Foundation, Airmen Memorial Museum, and the Air Force Memorial Foundation.
- b. Auxiliary President. The International Auxiliary President exercises the powers and performs the duties assigned by the AFSA and Auxiliary Bylaws and the Policies and Procedures Manual. The International Auxiliary President serves as chairperson of the International Auxiliary Executive Council and Annual International Auxiliary Convention and also serves as an ex-officio member with the right to vote on all Auxiliary committees, but voting only in the case of a tie. The International Auxiliary President makes all required appointments of Auxiliary standing and special committees. At the Annual International Auxiliary Convention, and such other times as the President shall deem proper, the International Auxiliary President shall communicate to the members such matters and make such suggestions as may, in her/his opinion, tend to promote the welfare and increase the Auxiliary's usefulness. The International Auxiliary President performs 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 with, and to seek advice and guidance from, the AFSA International President and

Chief Executive Officer.

- c. AFSA and Auxiliary Vice President. The AFSA or Auxiliary Vice President shall perform such duties as may be assigned by the respective president within the terms of the AFSA and Auxiliary Bylaws and the Policies and Procedures Manual, and performs such other duties normally accompanying that office.
- d. AFSA Component Trustee. Duties are generally as outlined in the AFSA/Auxiliary Bylaws. In addition, the following duties are set forth for the Air Force Active Duty, Air National Guard, Air Force Reserve Command, and Retired and Veterans Affairs trustees. These trustees must be AFSA members and currently assigned in their respective trustee component/category. They shall perform duties as assigned by the International President. The efforts of these trustees shall be primarily concentrated in the area of their trustee component/category. They are also challenged to propose programs having the potential to upgrade our enlisted professional force, and its quality of life, to the International Executive Council through appropriate channels. They shall remain alert to policies that may affect AFSA members of each assigned trustee component/category.
- e. Auxiliary Trustees. There shall be three (3) trustees who shall be responsible for attending all meetings of the International Auxiliary Executive Council, participating fully in its deliberations and decisions, and performing such other duties as may be assigned by the International Auxiliary President within the terms of the AFSA and Auxiliary Bylaws and the Policies and Procedures Manual.
- f. 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 AFSA International President and approved by the AFSA International Executive Council. Division presidents shall also perform duties within the division as prescribed in Section 2a of this Principle.
- g. 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, and AFSA Executive Committee. The Senior Advisor shall be a non-voting ex-officio member of the International Executive Council and Committee.
- h. Auxiliary Senior Advisor. A past International Auxiliary President shall be the senior advisor to the International Auxiliary President and other International Auxiliary Executive Council members. The senior advisor shall be a non-voting, ex-officio, member of the International Auxiliary Executive Council.
- i. AFSA Airmen Activity Coordinator. The International President shall appoint an International Airmen Activity Coordinator (AAC) who must be a member of AFSA, serving in a grade of E-1 through E-5, and in an active component of the *Total Air Force*.

The primary efforts of the International AAC shall be representing the junior enlisted personnel (E-1 through E-4) in one of the three Air Force components (Air Force Active Duty, Guard, and Reserve). The International AAC also serves as the Chair of the International Airmen Activity Council, which shall advise on specific matters and concerns affecting Airmen membership, benefits, programs, and quality of life. The International AAC will provide the recommendations and advice of the Airmen Activity Council to the International Executive Council. The International AAC is challenged to propose and develop programs and projects that shall benefit AFSA and its members in grades of E-1 through E-4 and to encourage their membership and foster their participation in AFSA. In addition, the International AAC shall perform other duties as prescribed by the International President.

- j. 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 councils or Presidents upon the councils or presidents' request. They shall actively participate in the AFSA and Auxiliary chapters' organization and operation wherever they may be situated. They are encouraged, to the best of their ability, to attend Annual AFSA and Auxiliary International Conventions and participate in promotional and public relations activities aimed at enhancing the AFSA and the Auxiliary 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 AFSA or Auxiliary International Presidents. Past International Presidents may assist in the development of the AFSA long-range strategic plan. 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.
- k. Direct Reporting Unit Liaison. The AFSA International President shall appoint an internationally elected officer (past or present) to serve as liaison for DRUs, communicate with DRU chapters, and be their representative voice on the international level governing bodies.

Section 2. Divisiona. 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 and Auxiliary 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 (3) 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. Auxiliary Coordinator. The Auxiliary division coordinator shall serve as the International Auxiliary President's representative to the division's Auxiliary chapters and shall visit them, if possible, at least once a year. This officer should attend all meetings of the Division Executive Council as a voting member, and serve as the division convention's Auxiliary session's chairperson. The Auxiliary division coordinator shall encourage and organize chapters within the division where there is an existing AFSA chapter and sufficient eligible potential members to establish an Auxiliary chapter. The coordinator shall monitor and provide advice on all division Auxiliary chapters' quarterly Financial and Activity & Americanism reports and perform such other duties as the International Auxiliary President directs. Auxiliary division coordinators shall not be compensated for services, but may be reimbursed for incidental and necessary expenses incurred in the performance of official Auxiliary business. When appointed, the division assistant coordinator shall be responsible for such duties as are individually assigned by the division coordinator.
- e. AFSA Airmen Activity Coordinator. (See Principle 12, Section 1).
- f. 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.
- g. Auxiliary Senior Advisor. A past coordinator shall be the senior advisor to the coordinator and the general membership. If the senior advisor is unable to serve, temporarily or permanently, another past coordinator may serve as senior advisor.
- h. Lifetime Trustees. Lifetime trustees, past presidents, and past Auxiliary division coordinators 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.
- i. 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.

- j. 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 AFSA and Auxiliary International Executive councils' 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 executive council. The president shall normally be the chief delegate to the AFSA and Auxiliary Annual Division and International Conventions.

- b. Vice President. The vice president is responsible for such duties as the president, with approval of the executive council, assigns.

- c. Trustees. There shall be a minimum of three (3) 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 12, 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 and Auxiliary Bylaw 8)

- a. Voting by Written Method (USPS, Electronically, or Facsimile). A mail vote may be either US Postal Service, electronic, or other courier/delivery service. Any member of the AFSA or Auxiliary International Executive Council, AFSA Executive Committee or

the Chief Executive Officer may initiate a mail poll vote. International Executive councils' 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 and Auxiliary 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 (7) 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 (3) trustees who shall be elected or appointed as herein prescribed. An Auxiliary division coordinator shall be a member of the Division Executive Council, when elected or appointed 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 (10) 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 (1) 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 US Postal Service, 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 sixty (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 and Auxiliary 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

a. The AFSA standing committees shall be:

- 1) Executive Committee
- 2) Budget and Finance Committee

- 3) Legislative Committee
 - 4) Membership Committee
 - 5) Awards Committee
 - 6) Credentials Committee
- b. The Auxiliary standing committees shall meet in accordance with established directives or as otherwise directed by the International Auxiliary President. The standing committees of the Auxiliary shall be:
- 1) Budget and Finance Committee
 - 2) Legislative Committee
 - 3) Awards/Communications Committee
 - 4) Membership Committee
 - 5) Field Operations Committee
 - 6) Credentials 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 member of the International Executive Council as chairperson of the following committees:

- a. Budget and Finance Committee
- b. Legislative Committee
- c. Membership Committee
- d. Awards Committee
- e. Credentials 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 thirty (30)

days from the date of installation. All committee appointments (except for Budget and Finance Committee members) 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 presidents shall appoint their respective committee chairperson, with the exception of the Auxiliary Credentials Committee, within five (5) days after the installation.
- 2) Committees' chairpersons shall submit to the appropriate International President, ten (10) days after the installation, a minimum of ten (10) 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 presidents shall furnish the committees' chairpersons a memorandum containing the complete composition of their committees.

Section 4. Division Presidents' Representatives

- a. The AFSA International President shall assign a Division Presidents' Representative (DPR) to selected committees. Duties shall include ensuring that the overall interests and concerns of the general membership, based upon the DPR's knowledge and experience, are reflected in the committee's actions. As with other committee members, the DPR's duties are required and applicable whenever the committee is reviewing programs or proposals and include attendance at committee meetings. The DPR's actions should not interfere with or circumvent the chairperson's duties and responsibilities concerning input, reports, and follow-up requirements.
- b. Election of Division Presidents' Representatives to the Executive Committee. (See AFSA International/Auxiliary Bylaw 9, Section 2). The Division Presidents shall elect four (4) Division Presidents-At-Large, known as Division President's Representatives, to the AFSA International Executive Committee. The procedure is contained in Policy #8, AFSA Manual 100-3, Standard Operating Practices of the International Executive Council.

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 respective 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 appropriate International President.
- b. AFSA International Executive Council. The AFSA International Executive Council shall meet prior to and immediately following the Annual AFSA and Auxiliary International Convention and as otherwise prescribed in the AFSA and Auxiliary Bylaws.
- c. AFSA Executive Committee (See AFSA and Auxiliary Bylaw 9, Section 4).
- d. International Auxiliary Executive Council. The International Auxiliary Executive Council shall meet at the Annual International Auxiliary Convention and as otherwise prescribed in the AFSA and Auxiliary Bylaws.
- e. Standing Committees. Standing committees shall meet in accordance with an annual schedule approved by the respective International President or as otherwise directed by the respective 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, appropriate International President(s), and Chief Executive Officer at least fifteen (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 AFSA and Auxiliary Inter-

national 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 and Auxiliary business.

Section 12. Special AFSA Committees, Ad Hoc Groups or Task Forces (See AFSA/Auxiliary Bylaw 10, Section 5)

Section 13. Special Auxiliary Committees, Ad Hoc Groups or Task Forces (See AFSA/Auxiliary Bylaw 10, Section 5)

Section 14. AFSA Executive Committee (See AFSA and Auxiliary Bylaw 9)

- a. Functions. The AFSA Executive Committee shall exercise all the powers and perform all the duties of the International Executive Council between the council meetings, except that the AFSA Executive Committee shall not, unless otherwise authorized by the council, amend this manual. It shall investigate all charges and allegations made against any member of AFSA that could affect his/her continuation as an AFSA member. It shall be the duty of this committee to establish public relations and protocol policies, objectives and means of implementation; to establish broad editorial policies and procedures for publishing, retaining, and disseminating information derived from the discussion of papers, reports, and other documents. The committee shall establish policy with regard to the activation, operation, administration, reorganization, and deactivation of chapters, Auxiliaries, and other field activities. This committee is responsible for and shall perform the necessary monitoring and oversight duties of the member service plans. It shall ensure that the committee approves any new member–service-provider programs prior to their implementation. If any existing plan is modified to the extent that it would become an essentially different plan, prior approval must be granted by the committee before implementation. This committee may grant authority to the Chief Executive Officer for acquisition of assets.

Section 15. 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 AFSA International Executive Committee on the allocation of AFSA funds. It shall be the duty of this committee to review recommended changes to the AFSA and Auxiliary Bylaws that have a financial impact and draft necessary amendments to be forwarded to the AFSA International Executive Committee for review and presentation to the general membership at the Annual AFSA and Auxiliary International Convention. 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 AFSA International President prescribes.
- b. Composition

- 1) Total Members: Six (6) (to include one division president and the committee chair) and the International President.
- 2) Chairperson: Appointed by the AFSA International President.
- 3) Appointed Members: The AFSA International President shall appoint members on the advice of the committee chairperson. The chairperson and division president shall serve for one year. Appointments of other members shall be for a period of three (3) years.

Section 16. Auxiliary Budget and Finance Committee. The International Auxiliary President shall appoint a member of the International Auxiliary Executive Council as chairperson of this committee. The chairperson of the International Auxiliary Budget and Finance Committee shall also serve as a non-voting observer on the AFSA Budget and Finance Committee.

- a. It shall be the duty of this committee to advise on all matters concerning the Auxiliary's financial affairs. The committee shall review the budget and make suggestions to the Chief Executive Officer and the International Auxiliary Executive Council on the allocation of Auxiliary funds. It shall be the duty of this committee to review recommended changes to the Auxiliary portions of the AFSA and Auxiliary Bylaws that have a financial impact and draft and forward necessary amendments to the International Auxiliary Executive Council for review and presentation to the general membership at the Annual AFSA and Auxiliary International Convention. The committee shall also review and make appropriate recommendations concerning these Principles that have a financial impact. The committee is authorized, subject to such limitations as the International Auxiliary Executive Council may prescribe, to direct the purchase or sale of such securities or other property in which funds of the International Auxiliary have been invested. This committee shall perform other duties as the International Auxiliary President prescribes.

b. Composition

- 1) Total Members: Five (5).
- 2) Chairperson: Appointed by the International Auxiliary President.
- 3) Appointed Members: The International Auxiliary President shall appoint four (4) other members for two (2) year terms (two members are appointed each year), one of which, on the advice of the chairperson, may be an International Auxiliary Past President.

Section 17. 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 AFSA International Executive Committee for presentation to the delegates at the Annual AFSA and Auxiliary International Convention. This committee shall formulate the AFSA legislative programs and perform such other duties as the AFSA International President prescribes.
- b. Composition
 - 1) Total Members: Six (6) (to include one division president).
 - 2) Chairperson: Appointed by the AFSA International President.
 - 3) Appointed Members: The five (5) AFSA International Executive Council representatives listed below and one (1) International Auxiliary Executive Council representative shall serve on this committee.
 - a) Trustee - Air National Guard Affairs
 - b) Trustee - Active Duty Affairs
 - c) Trustee - Retired and Veterans Affairs
 - d) Trustee - Air Force Reserve Command Affairs
 - e) Division President (1)
 - f) Auxiliary Representative

Section 18. Auxiliary Legislative Committee. The International Auxiliary President shall appoint a member of the International Auxiliary Executive Council as chairperson of this committee, who will also serve as a member of the AFSA Legislative Committee.

- a. It shall be the duty of this committee to act in an advisory capacity on the AFSA legislative policy. It shall ascertain that all International Auxiliary officers are notified of impending legislation affecting the membership and recommend action to be taken. It shall encourage the submission of proposals by chapters, unassigned members and the International Auxiliary Executive Council, and shall perform other legislative-related duties as the International Auxiliary President prescribes.
- b. Composition
 - 1) Total Members: Five (5).

- 2) Chairperson: Appointed by the International Auxiliary President.
- 3) Appointed Members: Four (4) members from the general membership shall be appointed on the advice of the chairperson by the International Auxiliary President.

Section 19. AFSA Membership Committee

- a. Functions. It shall be the duty of this committee to consult with the AFSA and Auxiliary International Presidents, the AFSA Chief Executive Officer and others, and prepare recommendations for the AFSA International Executive Committee and 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 AFSA International President prescribes.
- b. Composition.
 - 1) Total Members: Maximum of nine (9) to include one division president and one representative of the International Auxiliary Executive Council.
 - 2) Chairperson: Appointed by the AFSA International President.
 - 3) Appointed Members: The AFSA International President shall appoint members on the advice of the committee chairperson

Section 20. Auxiliary Membership Committee

- a. It shall be the duty of this committee to promote membership in the AFSA Auxiliary, to advise the International Auxiliary Executive Council on policy matters pertaining to membership and the recruiting and retention of members, and to aid in establishing policy favorable to expanding the growth of the Auxiliary. It shall perform other member-related duties as the International Auxiliary President prescribes.

b. Composition

- 1) Total Members: Five (5).
- 2) Chairperson: appointed by the International Auxiliary President.
- 3) Appointed Members: Four (4) members from the general membership shall be appointed on the advice of the chairperson by the International Auxiliary President.

Section 21. AFSA Awards Committee

- a. 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.

1) Composition

- a) Total Members: Five (5).
- b) Chairperson: Appointed by the International President.
- c) Appointed Members: Four (4) members of the general membership shall be appointed by the International President on the advice of the chairperson.

Section 22. Auxiliary Awards/Communications Committee

- a. It shall be the duty of this committee to advise on all matters concerning the administration and management of the AFSA International Auxiliary awards and communications programs, and to submit recommendations for approval/disapproval to the International Auxiliary Executive Council.

1) Composition

- a) Total Members: Five (5).
- b) Chairperson: Appointed by the International Auxiliary President.
- c) Appointed Members: Four (4) members of the general membership of the Auxiliary shall be appointed by the International Auxiliary President on the advice of the chairperson.

Section 23. Auxiliary Field Operations Committee

- a. It shall be the duty of this committee to establish policy with regard to the activation, operation, administration, reorganization and deactivation of Auxiliary chapters and other Auxiliary field activities. It shall perform other duties as the International Auxiliary President prescribes.
- b. Composition
 - 1) Total Members: Five (5).
 - 2) Chairperson: Appointed by the International Auxiliary President.
 - 3) Appointed Members: Four (4) members from the general membership shall be appointed by the International Auxiliary President on the advice of the chairperson.

Section 24. AFSA Credentials Committee. The AFSA International President shall appoint an Active member as chairperson of this committee thirty (30) days prior to the convention start date.

- a. 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 IAW the AFSA and Auxiliary bylaws. It shall be available to the chapter delegates at the Annual International Convention for considering certification of current chapter membership. The Credentials Committee shall make its report to the Annual International Convention after the introductory addresses and prior to the enactment of any other business.

Section 25. Auxiliary Credentials Committee. The International Auxiliary President shall appoint an Active member as chairperson of this committee thirty (30) days prior to the convention convening date.

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

PRINCIPLE 10 - AUXILIARY DIVISION COORDINATOR ACTIVITIES

Section 1. Activities. Coordinator activities or task forces are used as needed, either on a temporary or continuous basis that is not in conflict with other provisions of this manual. Activities of the division may be conducted by a single individual or group in areas such as those described below. All appointments of activity chairperson shall be made by the coordinator as needed. Each activity chairperson shall serve for the duration required, but will not exceed the division coordinator's term of office.

- a. Credentials (See Principle 11, Section 12g).
- b. Awards. This activity reviews all recommendations for Auxiliary division awards and submits its recommendations for award recipients to the division coordinator. This activity should consist of one member of the general membership of the Auxiliary, with the remaining being non-Auxiliary members.
- c. Yearbook Judging. This activity judges the Auxiliary chapter yearbooks submitted for review at the annual division convention. This activity should consist of one member of the general membership of the Auxiliary with the remaining being non-Auxiliary members.

PRINCIPLE 11 - 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)
- i. Surviving Spouse Affairs (Auxiliary chapters 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, Auxiliary division coordinator, 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 (5) 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 11, 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 and Auxiliary 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 the Auxiliary 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, Auxiliaries, 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 and programs supporting local commanders and/or

communities in furtherance of the aims of the AFSA membership, the USAF, and the American 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 and Auxiliary 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. The Auxiliary Credentials Activity shall also make its report during Auxiliary sessions as required.
- h. Nominating Activity (Chapter Only). This activity invites suggestions and/or recommendations from the membership at least thirty (30) 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 IAW this manual. Nominations are then voted upon as prescribed in these Principles.
- i. Surviving Spouse Affairs (Auxiliary Only). One person, preferably a surviving spouse, may handle this activity if possible. The objective of this activity is to provide support (personal or through the Auxiliary), help and comfort at the time of a spouse's demise. This should cover not only checking on death benefits, insurance, etc., but also phone calls and visits to the surviving spouse weeks, and possibly months, after the spouse is gone, and to provide support to the surviving spouses as they adjust to the sudden loneliness and change in day-to-day living.

PRINCIPLE 12 - APPOINTED OFFICIALS

Section 1. Airmen Activity Coordinator (AFSA Only) (See Principle 7, Section 1[i])

- a. AFSA Airmen Activity Coordinator (Division and Chapter). The Division or Chapter President may appoint an Airmen Activity Coordinator (AAC) who must be a member of the AFSA, serving in the USAF, Air Force Reserve Command, or Air National Guard, and in the grade of E1 through E5. The primary efforts of the AAC shall be regarding the representation of 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 (see Principle 7, Section 1, paragraph i). 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 AFSA 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 Conventions and 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. The division coordinator shall appoint a secretary to keep minutes of the division convention's Auxiliary meetings. The secretary shall perform such other duties as the coordinator directs.

PRINCIPLE 13 - DIVISIONS AND CHAPTERS

Section 1. AFSA and Auxiliary Organization

- a. AFSA Divisions. AFSA divisions shall be chartered by AFSA 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, IAW applicable AFSA directives, including these Principles.

- b. AFSA and Auxiliary Chapters (See AFSA and Auxiliary Bylaw 13, Section 1).

Section 2. Funds and Liabilities (See AFSA and Auxiliary Bylaw 13)

- a. All division/chapter funds and property shall be accounted for as outlined in AFSAM 100-4 (1).
- b. A Public Liability and Property Damage Insurance Policy obtained by AFSA 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 14 - CHIEF EXECUTIVE OFFICER AND STAFF

Section 1. Chief Executive Officer. The AFSA Executive Council, shall appoint a Chief Executive Officer to hold office for a term from one (1) to five (5) years. The compensation and conditions of employment will be negotiated and finalized in writing between the AFSA International President and the Chief Executive Officer and ratified by the AFSA International Executive Council. The Chief Executive Officer may be reappointed in the same manner and on the same basis.

Section 2. Duties and Responsibilities. In addition to those duties prescribed in AFSA and Auxiliary Bylaw 14, 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 and Auxiliary International conventions, the AFSA and Auxiliary International Executive councils, the AFSA Executive Committee and those instructions of the International presidents 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 presidents in the implementation of association policies. The Chief Executive Officer shall advise and report to the International Executive councils, the AFSA Executive Committee, and the International presidents 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 AFSA International Executive Committee.

- 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 presidents and the Budget and Finance committees, 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 AFSA Executive Committee. Submits unresolved conflicts with the AFSA International President to the AFSA Executive Committee. Maintains liaison between AFSA Headquarters and all association elements, Congress, and other organizations.
- f. The Chief Executive Officer 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 Code of Conduct, Principle 2.
- g. The Chief Executive Officer is the Publisher of the AFSA Magazine.

Section 3. Relationship Between Members of the Staff and the International Executive Councils. International Headquarters' staff members, except the Chief Executive Officer, shall not initiate any dealings except pursuant to their duties as staff liaison representatives to the International committees or as otherwise specifically authorized by the Chief Executive Officer. Conversely, International Executive Council members shall not request services or data from such staff members except in their capacity as International committee members when dealing with staff liaison representatives or as otherwise authorized by the International presidents. Nothing herein shall preclude direct contact between International Executive Council members and the Chief Executive Officer, or vice versa, or the submission of routine requests similar to those that may be made by members not holding international office.

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 AFSA 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 AFSA International President is required.

PRINCIPLE 15 - FINANCE AND ADMINISTRATION

Section 1. International

- a. AFSA and Auxiliary Bylaws. The AFSA and Auxiliary Bylaws are the AFSA and International Auxiliary's basic governing document.
- b. AFSA and Auxiliary Policies and Procedures Manual. The AFSA and Auxiliary Policies and Procedures Manual are rules established by the International Executive councils for governing and regulating the AFSA and the International Auxiliary affairs.
- c. Administrative Publications. The International Executive councils 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 councils 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 presidents 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 and Auxiliary International Conventions.
 - 3) International Executive Councils. Between conventions, policies of any substantial nature are made by the International Executive councils and may be adopted formally by the delegates attending the Annual AFSA and Auxiliary International Conventions. Between meetings of the AFSA International Executive Council, the AFSA Executive Committee may establish policies as outlined in Principle 9, Section 14 (subject to subsequent review and approval of the AFSA International Executive Council).
 - 4) International Committee Action. The committee system is used to study issues and

proposals, and to submit recommendations to the International Executive councils and AFSA Executive Committee. Normally, all matters that eventually evolve into AFSA/Auxiliary policies are processed through the appropriate committee. However, the International Executive councils and AFSA Executive Committee may establish policy without necessarily having the proposals or recommendations processed through the committee system.

- 5) Implementation of Policies. With the exception of those policies that relate directly to the operation of the International Executive councils and their committee systems, the International Headquarters is responsible for the implementation of all AFSA and Auxiliary policies.
- e. Authority to Incur Expenses. The AFSA International Executive Committee/International Auxiliary 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 AFSA International Executive Committee or the International Auxiliary Executive Council as appropriate.
 - 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 and Auxiliary General Funds. These funds shall include all AFSA unrestricted revenue and general operation and maintenance expenses, including the International Convention, 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 Committee or the International Auxiliary 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 AFSA International Executive Committee.
 - 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 AFSA International Executive Committee 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 AFSA International Executive Committee and International Auxiliary Executive Council may grant the Chief Executive Officer acquisition-authority for specified items through approval of the respective annual budget containing adequate funding for such specified items.
 - b) The AFSA International Executive Committee 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 Committee will be informed as soon as possible after the event.
 - d) The Chief Executive Officer and the International Auxiliary Budget and Finance Committee share the joint responsibility for determining the appropriate method for Auxiliary acquisitions, i.e., rent, lease, purchases, etc.

h. Policy Regarding the Commitment of AFSA and Auxiliary Funds

- 1) The Chief Executive Officer has overall responsibility for control of AFSA and Auxiliary funds, subject to the provisions of this section.
- 2) Preparation of the AFSA and Auxiliary Budgets. The Chief Executive Officer has overall responsibility for preparation of the annual budgets. The following principles shall be observed:

- a) The budgets must portray the AFSA and Auxiliary objectives and goals in monetary terms.
 - b) The budgets must be well conceived, requiring maximum participation by directors and staff, and coordinated with appropriate committee chairpersons.
 - c) The budgeting process must appropriately interface with the Air Force Sergeants Association's Business Plan, Strategic Plan and the Annual Plan.
 - d) The proposed annual budgets shall be prepared for presentation to the Budget and Finance Committees sixty (60) days prior to the AFSA International Executive Committee and International Auxiliary Executive Council March meetings. Revisions to the current year's budgets, if required, shall be presented at the same time. The AFSA International Executive Council and International Auxiliary Executive Council have final approval authority over all actions of the respective Budget and Finance committees as appropriate.
- 3) Execution of the Budgets. Directors and the Budget and Finance committees shall use the budgets as a primary tool of controlling the AFSA and Auxiliary financial posture.
- a) The budgets 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) The Chief Executive Officer, Budget and Finance committees, AFSA International Executive Committee, or the International Auxiliary Executive Council must review and take necessary and appropriate action where the comparison with the budget indicates a significant deviation and/or when budgeted amounts have been exceeded above the tolerances specified in paragraph (3)(c) above.

i. Budgets

- 1) General Fund Operating Budgets. The Chief Executive Officer shall prepare proposed annual budgets for the operation and maintenance of the AFSA and Auxiliary International organizations, including the International Convention.
- 2) Building Fund Budget. The Chief Executive Officer shall prepare a proposed annual budget for the Airmen Memorial Building's operation and maintenance.
- 3) Benefit Fund Budget. The Chief Executive Officer shall prepare a proposed annual

budget for the Benefit Fund operation and maintenance.

- 4) Capital Budget. The Chief Executive Officer shall prepare a proposed annual budget for General and/or Building funds capital improvements as required.

j. International Executive Councils Expenditures

- 1) General. In order for the International Executive Councils' 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 \$50 for refreshments is authorized. International Auxiliary Executive Council members must obtain prior approval by the International Auxiliary President and/or International Headquarters for the disbursement.
 - d) Out-of-pocket expenses incurred in conjunction with the conduct of official AFSA and Auxiliary business.
 - e) International Executive councils' members shall be reimbursed for a round trip to and from the Annual AFSA and Auxiliary International convention site, and for lodging, meals, and limited entertainment expenses as allocated by the respective International President. Those officers elected or installed at International conventions shall be reimbursed for meals and lodging for official AFSA functions following the close of convention.

- 2) Travel, lodging and meal expenses may be paid to the spouse of the AFSA 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 in connection with official AFSA or Auxiliary business, to include travel and business expenses. Claims shall be submitted within thirty (30) days of incurring the expenses. Submissions containing expenses over forty-five (45) days old shall require the respective International President's approval.

k. Division Coordinator Expenditures

- 1) The International Auxiliary budget shall contain funds for Auxiliary division coordinator and assistant coordinator's travel and other expenses incurred performing such duties as prescribed by the International Auxiliary Executive Council.
- 2) The International Auxiliary President shall be the approving authority for the Auxiliary division coordinator's and assistant coordinator's expense vouchers.
- 3) Claims for expenses shall be submitted on the AFSA Claim for Expenses and Claim for Expenses Continuation forms (200-28E and 200-28b). These forms are to be used for all expenses in connection with official Auxiliary business, to include travel, lodging, and meals. Claims shall be submitted within thirty (30) days of incurring expenses. Submissions containing expenses over forty-five (45) days old require International Auxiliary President's approval.

l. 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 vehicle (POV) to conduct official business at a rate up to, but not to exceed, the IRS approved POV rate as published by the IRS and established by the AFSA International Executive Council. The least expensive means of transportation shall be employed whenever practical. NOTE: The POV reimbursement rate is \$0.30 per mile until May 1, 2007, when it will increase to \$0.42 per mile. 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 respective 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 respective 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 or the Auxiliary shall reimburse members of the International Executive councils, International Staff, or other persons performing official AFSA or Auxiliary 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 and Auxiliary 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 and Auxiliary 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 the Auxiliary 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 Councils. The report of each annual independent audit shall be submitted to the International Executive councils 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 and the Auxiliary'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 and the Auxiliary'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 and Auxiliary books, records, and membership lists (names, addresses, membership data) may be opened for inspection by any member of the International Executive councils, International committees, or by any AFSA or Auxiliary 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 AFSA Executive Committee for action in accordance with Bylaw 9, Section 1 of the AFSA and Auxiliary Bylaws. 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 AFSA Chief Executive Officer person designated by the Chief Executive at AFSA Headquarters, except upon specific approval of the AFSA International Executive Council.
- o. **Committee Access to Books, Records, and Membership Lists.** Any AFSA/Auxiliary member appointed to an AFSA/Auxiliary 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 AFSA 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: January, April, July, and October. Division and chapter support payment rates shall be reviewed annually during the formulation of the AFSA and the Auxiliary International Fiscal Year Operating Budgets. In addition to the quarterly reports requirement, divisions and chapters are required to submit an approved budget not later than May 15 and an annual audit report not later than June 15 of each year.. Recruiting 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, quarterly Financial Report, and quarterly Activity & Americanism Report. Rates approved by the International Executive councils shall be published by AFSA Headquarters. Only chapters shall receive a Recruiting Rebate for newly recruited members.
- 2) Quarterly Financial and Activity & Americanism reports are due at AFSA International Headquarters by the 15th day following the end of each quarter. Dues rebates and support payments shall be held in escrow at AFSA Headquarters for an additional thirty (30) days for each division or chapter failing to submit their quarterly Financial and Activity & Americanism reports on time. In the event a division or chapter does not submit properly prepared quarterly Financial and Activity & Americanism reports within the forty-five (45) day period following the close of the quarter, monies held in escrow shall revert to the AFSA or Auxiliary General Fund. If extraordinary circumstances prevent on-time submission of quarterly Financial and Activity & Americanism reports, a waiver may be granted by the respective International President following the respective division president's, the assigned liaison for the DRU's, or Auxiliary coordinator's submission of justification. Normally, no more than one waiver to the same division/chapter within a twelve-month period will be permitted.

s. Investment Program

- 1) A diversified investment program shall be established for AFSA and Auxiliary 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 councils shall be provided reports and briefings in order to fulfill their oversight responsibility.

- a) 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 normally be limited to \$100,000, to include earned interest in any one institution. Up to fifteen percent of funds may be invested in corporate bonds.
 - i) 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.
 - ii) 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.
- b) Rate of Interest: To maximize current income, the highest rate possible shall be taken, with strong consideration given to the safety of the investment.
- c) 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.
- d) 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.
- e) 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 as 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 and Auxiliary 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 presidents.

Section 3. Chapters

- a. Budget. The chapters shall prepare and submit an annual budget as prescribed in AFSAM 100-4 (1) .
- 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 and the Auxiliary's purposes.
- 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 and Auxiliary 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 Presidents.

PRINCIPLE 16 - AUXILIARY

Section 1. Governing Documents. The AFSA and Auxiliary Bylaws and implementing guidelines in the Policies and Procedures Manual shall govern the AFSA International Auxiliary. However, the Auxiliary may adopt amendments to the Policies and Procedures Manual to govern its internal organization and operations, provided such amendments do not

conflict with the AFSA and Auxiliary Bylaws and the Policies and Procedures Manual. Any amendment thereto shall not become effective until ratification by the AFSA International Executive Committee. Auxiliary chapters may use the amendments to the Policies and Procedures Manual to govern the internal organization and operation of the Auxiliary chapter; however, plans and programs are subject to ratification by the governing body of the local chapter.

Section 2. Objectives and Code of Conduct (See AFSA and Auxiliary Bylaw 2 and Principle 2).

Section 3. Auxiliary Membership

- a. Active Membership (See AFSA and Auxiliary Bylaw 4, Section 3d).
- b. Affiliate Membership (See AFSA and Auxiliary Bylaw 4, Section 3e).

Section 4. Voting and Eligibility to Hold Office. Active Auxiliary members shall enjoy the rights and privileges of Active AFSA membership, with the exception that they cannot vote and hold office except in the Auxiliary, as a member of the AFSA International Legislative Committee, and as an Auxiliary division coordinator. Although not eligible to vote otherwise, they may participate in liaison capacities in AFSA International Executive Council and Committee meetings at all levels.

Section 5. Reports of Annual International Auxiliary Conventions and Meetings of the International Auxiliary Executive Council. The AFSA International Executive Committee shall take action on detailed minutes of all business meetings of the Annual International Auxiliary Convention and meetings of the International Auxiliary Executive Council; no disapproval or major modification of programs or action items voted on or approved by the Annual International Auxiliary Convention or the International Auxiliary Executive Council will be accomplished without first notifying the International AFSA Executive Council and soliciting its views concerning any intended negative action.

PRINCIPLE 17 - AMENDMENTS

Section 1. Procedures

- a. International. These Principles may be amended or repealed by a majority vote of the entire AFSA International Executive Council. Principles pertaining to the Auxiliary may be amended or repealed by a majority vote of the entire International Auxiliary Executive Council, subject to approval of the AFSA International Executive Council (See Principle 16, Section 5). Request for changes may originate from AFSA and Auxiliary 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. 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 or AFSA and Auxiliary chapters, proposed amendments must be submitted to the respective 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, respective International President, or AFSA 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 18 - DISSOLUTION (SEE AFSA AND AUXILIARY BYLAWS 13 AND 18)

PRINCIPLE 19 - 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.