

**CONSTITUTION
OF THE
ARMED FORCES COMMUNICATIONS AND ELECTRONICS ASSOCIATION
KAISERSLAUTERN MILITARY COMMUNITY
CHAPTER 158**

**ARTICLE I
NAME AND PURPOSE**

1. The name of this private organization (PO) will be Armed Forces Communications and Electronics Association (AFCEA): Kaiserslautern Military Community, Chapter 158. It is established as a PO pursuant to AFI 34-223, *Private Organization Program*, 8 March 2007, and all subsequent interim changes.
2. AFCEA is a professional association chartered in Washington, D.C., as a patriotic, educationally oriented, non-profit, technical society.
3. AFCEA is an international organization that serves its members by providing a forum for the ethical exchange of information. AFCEA is dedicated to increasing knowledge through the exploration of issues relevant to its members in information technology, communications, and electronics for the defense, homeland security and intelligence communities.
4. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, disability, ethnic group or gender.

**ARTICLE II
GENERAL PROVISIONS**

1. The AFCEA Kaiserslautern Military Community, Chapter 158 operates on Ramstein AB with the consent of the Installation Commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force instructions.
2. Members are jointly and severally liable for the organizational debts in the event the organization's assets are insufficient to discharge liabilities. No part of the organization's earnings will accrue to the benefit of any member.

**ARTICLE III
OFFICERS AND GOVERNING BODY**

1. The administration of the AFCEA Kaiserslautern Military Community, Chapter 158 shall be conducted by the Executive Council consisting of a President, Vice Presidents (2), Secretary,

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Treasurer, Programs, Publicity, Events Coordinator, Membership, Scholarships, Awards, Young AFCEAN Advisors, Corporate Advisors, NATO Advisor, and Webmaster. These officers shall perform the duties specifically provided for herein, and in the attached bylaws, and also those duties usually incident to their offices. The term for each position of the Executive Council will be for one year.

2. Elections will take place in February of each year and cover a span of ten working days. At least two-thirds of the AFCEA Kaiserslautern Military Community, Chapter 158 must vote before the elections become valid. A simple majority vote shall be sufficient for electing new officers. The current President shall vote only in the event of a tie.

3. Duties and Powers

a. The Executive Council will recommend policies, supervise programs, approve entertainment, rule on membership, enforce the charter, and take action to resolve all grievances, complaints, and suggestions submitted by members.

b. The President shall preside over meetings of the AFCEA Kaiserslautern Military Community, Chapter 158. The President shall call special meetings of the membership, supervise all elections, and appoint committees as necessary, and shall prescribe the respective functions of the said committee.

c. The Vice President shall assume the duties of the President in the President's absence. The Vice President is also charged with enforcing private organization rules.

d. The Secretary will maintain written minutes of all meetings. Minutes shall be available to all members upon request. This office will also maintain the files containing all written documentation associated with the private organization, to include current charter, membership roster, and meeting notes/minutes.

e. The Treasurer shall receive deposits, maintain a record, account for all funds of the AFCEA Kaiserslautern Military Community, Chapter 158, and prepare a monthly statement on the financial status of the organization. The Treasurer has the authority to disperse funds. The AFCEA Kaiserslautern Military Community, Chapter 158 fiscal year will begin on 1 October and end on 30 September of the following year. The Treasurer will render a full and complete financial statement to the members at the monthly Executive Council meetings. The books of the Treasurer will be audited as required. The AFCEA Kaiserslautern Military Community, Chapter 158 will conduct an annual audit by an accountant (a CPA is not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization. The Treasurer will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption. Additionally, if the Treasurer learns of fraud or other improprieties, this will be immediately reported to the President and Vice President.

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ARTICLE IV MEMBERSHIP

1. Membership in the AFCEA Kaiserslautern Military Community, Chapter 158 will be voluntary and open to US and NATO military, contractor, and civilian personnel in the Kaiserslautern Military Community (KMC), and to local businesses who are interested in command, control, communications, computer, and intelligence (C4I) issues.
2. Members will have equal opportunity to seek office in the organization. The President will be the presiding senior member at all regular meetings. To become an AFCEA member, everyone must sign up for an annual membership with AFCEA, pay their annual membership fees and attend 1 monthly meeting a year.
3. All members are to conduct themselves in a highly professional manner at all times and are to represent this organization through deeds and words which exemplify its goals and mission.

ARTICLE V ACTIVITIES

Fund raising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the AFCEA Kaiserslautern Military Community, Chapter 158 objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities is the 86 MSG/CC (as delegated of the 86 AW/CC) after coordination through 86 SVS and the 86 AW/JA.

ARTICLE VI INSURANCE COVERAGE

This organization will maintain liability insurance unless waived by the installation commander or designee IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver has been forwarded through the base legal office.

ARTICLE VII AMENDMENTS

1. Amendments to the Constitution shall be approved by a two-thirds (2/3) majority of the AFCEA, Kaiserslautern Military Community, Chapter 158 general membership with the concurrence of three-fourths (3/4) of the Executive Council. Approved amendments shall be coordinated through 86 SVS/SVPO Private Organization Program Manager and 86th Wing Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or his designee.

2. Amendments to the bylaws shall be approved by a two-thirds (2/3) majority of the AFCEA, Kaiserslautern Military Community, Chapter 158 membership. Approved amendments need not be subjected to further coordination.
3. For the purpose of establishing a quorum for Executive Council meetings, at least seven of the fifteen executive committees must be present to officially transact any business.

ARTICLE VIII FINANCING

1. The organization does receive some subsidy from the national headquarters, but relies mostly on fundraising activity for its financing. This organization will not engage in any resale or fund raising activities without written authority from the installation commander through 86th SVS.
2. The organization will hold a checking/savings account and petty cash, which may be accessed by the President, Treasurer, Programs, and Scholarships. Additionally, the organization will use the savings account for its scholarship program. Funds will only be expended upon the majority consent of the Executive Council.
3. The Treasurer will provide a financial report upon the request of the membership, the installation commander or as directed by higher headquarters.

ARTICLE IX DISSOLUTION

The AFCEA Kaiserslautern Military Community, Chapter 158 will provide written notice of intent to dissolve to 86th SVS/SVFPO prior to engaging in any dissolution activity. The organization may be dissolved with the vote of seventy-five percent (75%) of the general membership and ten of the fifteen Executive Council committees' concurrence. It may also be dissolved by order of the Installation Commander. Funds contained in the treasury will be used to satisfy any outstanding debts, liabilities or obligations before they are allocated for any other purpose. The remaining funds will be used for quality of life purchases to be used at the AFCEA International in accordance with AFI 51-601, *Gifts to the Department of the Air Force*.


MARK G. LANGENDERFER
President, AFCEA KMC Chapter 158

DATE: 21 APR 18