

**BYLAWS
OF THE
*‘INSERT PO NAME’***

**ARTICLE I
DUTIES OF OFFICERS**

1. The Executive Council’s term will be for one year. In the event that an Executive Council member cannot fulfill a complete year, a special election will be held to fill the vacancy. An officer elected by a special election will finish the term of the person that was replaced. If there were sixty days or less left in the vacating officer’s term, the officer elected by special election will continue to serve in that office until the following year’s election.
2. The President shall call special meetings of the Executive Council and/or membership. The President will inform the Secretary at least three duty days prior to the meeting.
3. The Vice President shall assume the duties of the President in the President’s absence.
4. The Secretary shall maintain written minutes of all meetings. Any member of the *“INSERT PO NAME”* may request a copy of minutes from any meeting. The Secretary will maintain a record of members permitted to disperse funds.
5. The Treasury shall render a full and complete financial statement at every monthly and special meeting. The Treasury can delegate dispersing funds to any member of the *“INSERT PO NAME”* provided that the Secretary has a written statement of delegation signed by the Treasurer and the member and after the Treasurer has coordinated the delegation with the Financial Institution involved.

**ARTICLE II
ELECTIONS AND VOTING**

1. The President will call a special meeting to order when electing an officer by special election.
2. The President will inform the membership five duty days prior to Election Day.
3. When elections are held annually or through special means, members can elect to vote by secret ballot or via electronic mail.
4. The President shall appoint one individual to be the Election Commissioner. This appointment shall be approved by a simple majority of the members at a general meeting. The removal of the Commissioner from his/her office shall require a two-thirds (2/3) vote of the members at a general meeting.
5. The Election Commissioner shall be responsible for ensuring a fair election.

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6. The Election Commissioner may appoint additional individuals to assist with his/her duties.
7. All votes submitted by electronic mail shall go to either: (a) an organizational electronic mail account (if available and if access can be sufficiently limited during the election to ensure the security of the ballots) or (b) to the Election Commissioner's electronic mail account. The Election Commissioner shall make the determination as to which account will be used.
8. The Election Commissioner, nor anyone appointed by him/her, will not disclose for whom any particular vote was cast.

ARTICLE III MEETINGS AND QUORUM

1. The "INSERT PO NAME" meetings will be held monthly on the first Wednesday of the month. Activities will not be held in lieu of a meeting.
2. For the purpose of voting on issues presented at meetings, a simple majority of the members present at a given meeting will be required to pass an issue at that meeting. The President or presiding official will determine the method of vote.
3. For the purpose of establishing a quorum for Executive Council meetings, at least two of the four executive committee members must be present to officially transact any business. For the purpose of establishing a quorum for general membership meetings, fifty-percent (50%) + 1 of the "INSERT PO NAME" must be present to officially transact any business. Executive Council members may use proxy votes a maximum of five times per election year. For regular monthly meetings, the members will be allowed a maximum of five proxy votes.
4. The Secretary will record minutes of all membership meetings, or by another duly appointed person. Such minutes will be reviewed and approved by the presiding officer and will be made available for public view 10 duty days later.

ARTICLE IV DUE AND FEES

There will be no annual dues or fees associated with membership.

ARTICLE V AWARDS AND GIFTS

1. All members of the "INSERT PO NAME" will be recognized for their outstanding duty to the mission upon PCS/PCA or Separation/Retirement. Standard recognition consists of a plaque or similar memento not to exceed fifty dollars \$50 (just an example of a limit)).
2. A standard allocation of organization funds will be authorized for births, weddings, and funerals of the members of the "INSERT PO NAME" (and extended to immediate family for funerals):

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- a. Births - \$50 Savings Bond (cost \$25)
- b. Weddings - \$50 Gift Certificate from the Ramstein AB AFB Exchange
- c. Funerals - \$50 for flowers and card
- d. Special Occasions (Birthday cards, Graduations cards, etc.)

* The dollar values provided above are just examples, individual private organizations can set their own limits subject to the Joint Ethics Regulation.

//signed/jd/date//
Jane/John Doe, President

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