

DATE

MEMORANDUM FOR 374 FSS/FSRPO

FROM: **INSERT COMPLETE NAME OF THE PO**

SUBJECT: Request to Establish a Sanctioned Private Organization (PO) on Yokota AB

1. **INSERT COMPLETE NAME OF THE PO** requests approval to establish and operate a PO on Yokota AB in accordance with AFI 34-223. We have read, understand, and are in compliance with AFI 34-223.
2. We have been notified and understand POs financial liability and obligations of the organization.
3. The purpose of **INSERT COMPLETE NAME OF THE PO** is to **(MENTION WHAT YOU DO, HOW YOU DO IT, WHAT BENEFITS THE COMMUNITY RECEIVES, TYPE OF ACITIVITES YOU PROPOSE, ETC. THIS IS YOUR SELLING POINT, SO DON'T CUT YOUR SELF SHORT)**.
4. **INSERT COMPLETE NAME OF THE PO** request to be granted a limited insurance waiver since we will participate in activities which have little or no liability exposure, i.e., bake sales, car washes, etc. We understand and will comply with the requirement to obtain the appropriate amount of insurance coverage whenever our organization is involved in high risk fund-raising activities such as golf tournaments, baseball tournaments, basketball tournaments, etc.
5. **IF YOU PLAN ON HAVING A SCHOLARSHIP FUND STATE THE NATURE OF THE SCHOLARSHIP AND INCLUDE THE PARAGRAPH BELOW (Delete if not applicable)**
6. In addition, request **INSERT THE COMPLETE NAME OF THE PO** be approved as a “Recipient of Donations”. This approval will further our ability to give back to the Yokota Community via the above scholarship fund.
7. As a PO, we understand that all PO members are jointly and severally liable for the obligations of the PO. In the absence of Liability Insurance, all PO members personal assets are at risk in the event of PO liability.
8. All business will be conducted as outlined in the constitution and bylaws of the organization and in accordance with the AFI34-223.
9. We understand that, once approved, we must submit a request for revalidation with all required documents every 2 years, and Liability Insurance waivers will be reevaluated annually. If at anytime we decide to discontinue our organization we will immediately notify the 374 FSS/FSRPO coordinator.
10. Point of contact is NAME, TELEPHONE NUMBER, E-MAIL.

//SIGNED/INITIALS//

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Signature block  
President  
NAME OF PO

# CONSTITUTION & BYLAWS

**INSERT THE COMPLETE NAME OF THE ORGANIZATION**

## PART 1 - CONSTITUTION

### ARTICLE I - NAME AND AUTHORITY

**Section 1:** The name of this private organization (PO) is **INSERT THE COMPLETE NAME OF THE PO**. It is established pursuant to the provisions of AFI 34-223 and according to all applicable civil and military laws and regulations.

**Section 2:** **INSERT THE COMPLETE NAME OF THE PO** operates on Yokota Air Base, Japan, only with the consent of the Yokota Air Base Installation Commander.

**Section 3:** **INSERT THE COMPLETE NAME OF THE PO** is not a non-appropriated fund instrumentality (NAFI) and is not entitled to any immunities and privileges afforded to such agencies.

**Section 4:** **INSERT THE COMPLETE NAME OF THE PO** may not use base distribution in carrying out any of its activities unless authorized in a current memorandum of understanding (MOU) between the PO and Department of the Air Force. A copy of the MOU must be on file with 374 FSS/FSRPO. The operation of this organization is contingent on compliance with the requirements and conditions of all Air Force regulations.

### ARTICLE II – PURPOSE/GENERAL PROVISIONS

**Section 1:** The **INSERT THE COMPLETE NAME OF THE PO** encourages interest in, **INSERT A STATEMENT EXPLAINING YOUR ORGANIZATION’S FUNCTION ON THE BASE AND THE TYPES OF ACTIVITIES ASSOCIATED WITH YOUR ORGANIZATION**.

**Section 2:** The **INSERT THE COMPLETE NAME OF THE PO** brings together those individuals interested in activities designed to promote good community relations, to engage in worthwhile and charitable projects and to provide recreation and entertainment for the members not otherwise prohibited by military directives. In addition, our goal is also to enhance and promote good working relationships with our Japanese counterparts.

**Section 3:** This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members. Membership discrimination based on age, race, religion, color, national origin, disability, gender, or ethnic group is not permitted.

## **ARTICLE III – OFFICERS AND GOVERNING BODY**

**Section 1:** The administration of this organization shall be conducted by an Executive Board constituted as follows: (suggested minimum)

- a. President
- b. Vice-president
- c. Secretary
- d. Treasurer

**Section 2:** All officers shall perform the duties specifically mentioned in this constitution, those mentioned in bylaws, if any, and other duties incident to their office. Any officer who is authorized to disburse funds must be active duty, civilian employees, or dependents of the aforementioned that have Status of Forces Agreement (SOFA) status. (If your Organization is primarily non-SOFA status members then please take this out)

**Section 3:** A list of PO officers, with office symbols, email address, and duty phone numbers, must be submitted to 374 FSS/FSRPO on a yearly basis, or when a change takes place, for inclusion in the PO's official file.

**Section 4:** All officers shall meet with the PO Coordinator (374 FSS/FSRPO) for a briefing no later than 15-calendar days after appointment. This briefing must be scheduled by the PO.

Section 5: Each term of office shall be one (1) year.

- a. The term of office shall be one (1) year and run from **INSERT DATES (ex: 1 Oct to 30 Sep)**.
- b. Officers' term of office may be terminated prior to their expiration for the following reasons:
  - (1) Permanent change of station
  - (2) Resignation
  - (3) For causes, such as failure to meet participation requirements, when recommended by the Executive Board and approved by fifty-one (51) percent of the membership.

### **Section 6: Elections.**

A nominating committee shall submit a slate of prospective officers to the members at the **INSERT MONTH BEFORE EXPIRATION OF TERM OF OFFICE** meeting. Nominations may be made from the floor.

## **ARTICLE IV - MEMBERSHIP**

### **Section 1: General**

a. Membership is limited primarily to members of the Department of Defense (DOD) family. The DOD family consists of active duty or retired US military personnel, members of US reserve components, civilian employees, or dependents of any of the above.

### **Section 2: Membership breakdown.**

a. Active members/Voting members. These members of the organization are jointly and severally liable to pay debts and liabilities of the PO if adequate funds are not available to cover all outstanding debts and liabilities of the organization. All members shall be informed of these provisions.

b. Honorary members: Individuals who are in a position of acting as an advisor to the PO (if they consented to this membership). This type of membership is non-voting, non-dues paying, and does not hold any financial obligation to the PO.

### **Section 3: Membership Application.**

a. Any person wishing to join this organization will make a request or complete an application form at a regular meeting. Membership is entirely voluntary and without appointed members.

b. Membership in this organization will be terminated:

- (1) Upon request of the member concerned.
- (2) If the member fails to meet his/her financial responsibilities, such as failing to pay dues.
- (3) Upon recommendation of the governing board, after a complete review of the circumstances and upon approval of the general membership.
- (4) Upon failure to meet participation requirements and at the recommendation of the governing board and with approval of the general membership.
- (5) For any other valid reason, when recommended by the governing board and approved by the general membership.

### **Section 4: Equal Opportunity**

a. IAW AFI 34-223, 13 Dec 18, *Private Organizations (PO) Program*, paragraph 10.2., and Air Force Guidance Memorandum (AFGM) to Air Force Instruction, 1 Feb 18, (AFI) 36-2706, Equal Opportunity Program, Military and Civilian, NAME OF PO will not engage in membership discrimination based on age, race, religion, color, national origin, disability, ethnic group, or gender.

## ARTICLE V – FINANCING AND DUES

**Section 1:** This organization is financially self-sustaining and there shall be no direct financial assistance from a NAFI in the form of contributions, dividends, or other donations of money or assets.

**Section 2:** The Executive Board is authorized to spend **ENTER A DOLLAR AMOUNT** without the express approval of the membership, moneys spent over that amount must be voted on at a general membership meeting. Should the org desire non-profit status, they will work with the IRS to obtain TAX ID information and status, providing this information, if desired for record keeping purposes and continuity, to 374 FSS/FSR, but is not required to provide this information.

**Section 3:** Other finances will be obtained from fund-raising activities and donations.

a. All fund raising requests will be submitted in accordance with AFI 34-223. Requests for fund raisers will be signed by an authorized PO representative. Proper coordination will be made prior to submittal to the PO Coordinator. 374 FSS/FSRPO will process for final approval/disapproval action. 374 FSS/FSRPO will also prepare a fund raiser permit for all approved functions. Fund raising permits will be prominently displayed at the fund raiser location. Advertising will commence only after initial fundraiser request is approved.

b. A Fundraiser Report will be submitted to 374 FSS/FSRPO within 15 days after each event detailing gross fundraising revenues, expenses, and donations. Copies of all receipts will be attached.

**Section 4:** Income raised by the organization will not accrue to individual members except through wages and salaries for PO employees, if any, or as payment for services rendered. The PO will be responsible for any tax requirements for employees.

**Section 5:** There will be no employment discrimination based on race, color, gender, marital status, age, religion, ethnic group, national origin, lawful political affiliation, membership in labor organizations, or disability.

**Section 6:** POs are subject to audits and financial reviews regardless of gross annual revenue. Internal audits are at the PO's expense.

a. External audits are at the direction of 374 MSG/CC or higher.

b. PO's shall maintain accounting records on the accrual basis of accounting. The Treasurer will ensure that monthly financial statements are prepared and will include balance sheet and income statement. An annual budget shall be prepared prior to annual review and the beginning of the fiscal year to ensure that financial objectives are achieved.

c. Copies of internal and external audit reports must be submitted to 374 FSS/FSRPO NLT 10 days after completion. Audit duration is four weeks. If an extension is needed, a request must be made in writing to 374 FSS/FSRPO.

**Section 7:** Dues shall be paid in the amount of \$XXX on a monthly/yearly basis. INSERT DOLLAR AMOUNT OR MAKE A STATEMENT THAT DUES SHALL NOT BE COLLECTED.

**Section 8:** Money collected will be used for the operation of the organization, to off-set activity expenses, and to purchase necessary items based upon the annual budget approval by the PO membership.

## ARTICLE VI - ACTIVITIES

**Section I.** The organization will not engage in activities that duplicate or compete with any base Services activity or NAFI, including the Army and Air Force Exchange Service (AAFES).

**Section II.** The organization must not prejudice or discredit the US Government or conflict with governmental activities in the course of doing business. Solicitation of funds by private organizations for themselves is prohibited on Air Force installations. In addition, this private organization is prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities.

## ARTICLE VII - MEETINGS

**Section 1:** General membership meetings will be held (INSERT FREQUENCY: once a week, monthly, every other month, etc.). However, at a minimum PO meetings will be held once a quarter. Copies of minutes will be provided to 374 FSS/FSRPO not later than the 20<sup>th</sup> of the month for the previous month's meeting. Executive Board meeting minutes will also be forwarded to 374 FSS/FSRPO following the due dates outlined above. All minutes will contain the PO's name, date, time, location of the meeting, list of attendees, description of items discussed and a date for next scheduled meeting and will be signed by a PO official.

**Section 2:** Meetings will not be held during the duty hours. For 24-hour operations, meetings will be scheduled on a rotating basis so that all members can attend.

**Section 3:** Additionally, military members and U.S. government civilian employees participating in PO activities (ex., fund raisers) will be on leave or off-duty. PO activities will not interfere with military or civilian duties.

**Section 4:** Special membership meetings may be called at the discretion of the Executive Board or upon written petition by fifty-one (51) percent of the membership of the PO. A public notice announcing special membership meetings must be given at least four weeks prior to the date of the special meeting.

**Section 5:** Except as otherwise provided, a majority vote of all members present is required before any action is valid. A majority shall be one-half (1/2) plus one (1) of the members present. The president shall vote only in the event of a tie.

## **ARTICLE VIII - AMENDMENTS**

**Section 1:** This constitution and bylaws (if applicable) may be amended at a scheduled meeting of the organization by fifty-one (51) percent vote of the membership present and eligible to vote, provided written, printed, or public notice of the proposed amendment is given to the members at least four weeks prior to the date of the meeting. Amendments to the constitution can be proposed by the Executive Board or by petition of fifty-one (51) percent of the members in writing at any meeting.

**Section 2:** Any conflict between any provisions of this constitution or its bylaws and existing military directives will be changed administratively with the concurrence of the 374 MSG/CC.

**Section 3:** No amendment will omit the statement of purpose or delete the provisions pertaining to dissolution of the organization.

**Section 4:** All amendments are subject to final approval by the 374 MSG/CC.

## **ARTICLE IX - DISSOLUTION**

**Section 1:** In the event that a majority of voting members is unable to agree otherwise, upon termination, discontinuance, or dissolution of the organization, all funds remaining in the treasury after satisfaction of all debts, liabilities or obligations shall be redistributed to the **INSERT THE COMPLETE NAME OF THE ORGANIZATION YOU WOULD LIKE TO DISTRIBUTE TO – THIS ORGANIZATION MUST BE AN AUTHORIZED RECIPIENT.** This organization/agency reflects favorably upon the PO and the Air Force.

**Section 2:** A notification of the termination, discontinuance, or dissolution of the PO will be prepared along with a plan for dissolution, and forwarded to the PO Coordinator. After dissolution is approved, a full financial statement shall be prepared and forwarded to the PO Coordinator.

**Section 3:** If adequate funds are not available to cover all outstanding debts and liabilities of the organization, the voting members of the organization are jointly and severally liable to pay such debts and liabilities. All members shall be informed of these provisions.

**Section 4:** In the event that a NAFI fills a need for which the PO was established, the PO will be dissolved. In that event, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a NAFI. The PO will not combine NAFI and PO assets.

**Section 5:** When the members decide to dissolve the organization, notice will be given to 374 MSG/CC through 374 FSS/FSRPO.

**Section 6:** The 374th Airlift Wing Commander (374 AW/CC) has the authority to dissolve the PO when it is in the best interest of the Air Force.

**Section 7:** In the event the PO maintains an account at the military banking facility, the PO must notify the military banking facility of its pending dissolution. Account(s) will be closed prior to completion of dissolution action. The military banking facility will also be notified by 374 FSS/FSRPO of ineligibility of banking services.

**Section 8:** In case of dissolution of the organization, funds in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be disposed of as determined by the membership.

## **ARTICLE X - INSURANCE**

**Section 1:** The normal activities of **INSERT THE COMPLETE NAME OF THE PO** are administrative in nature and would not normally involve a great degree of risk; however, the organization will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits which might arise from the commission or omission of acts by its members when acting in any capacity for or participating in any activities of the organization. Such coverage must expressly provide that neither the U.S. government nor any NAFI will be liable for any claims or judgments against the organization or its members.

**Section 2:** This insurance requirement may be waived by the installation commander if the organization has extremely low liability exposure. Request must be made in writing to 374 MSG/CC through 374 FSS/FSRPO. The insurance waiver needs to be renewed every year; from date of approval.

**Section 3:** Special events may arise which greatly increases the insurable risk, and for such events, insurance protection shall be obtained, if you are unsure whether insurance is required or necessary consult with 374 AW/JA (base legal).

**Section 4:** A copy of all insurance policies purchased by the PO will be forwarded to 374 FSS/FSRPO for the official PO folder.



## **PART 2 – BYLAWS**

### **ARTICLE I – DUTIES OF OFFICERS.**

#### **Section 1: The President shall:**

a. Be responsible for the management of the organization, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets upon dissolution, and otherwise assuring responsible financial and operational management.

b. Preside over all meetings of the Executive Board and PO according to Robert's Rules of Order. He/she shall call special meetings of the membership, and supervise elections. The president can appoint committees as deemed necessary, and prescribe the respective functions of chairpersons for said committees if they are not defined elsewhere.

#### **Section 2: The Vice-President shall:**

a. Assume the duties of the president in his/her absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president.

#### **Section 3: The Secretary shall:**

a. Maintain written minutes of all meetings. Minutes shall be made available for review to any member. A copy of all approved PO general meeting minutes will be forwarded to the PO Coordinator in accordance with established deadlines. All meeting minutes need to be signed by the secretary and verified by the person that called the meeting to order.

b. Maintain all records of the association other than financial records, a copy of the governing directives, local policy letters, etc., in the PO's records.

c. Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.

d. Maintain a list of names of officers and executive committee and notify the PO Coordinator of any changes in the organization's officers in writing.

e. Retain copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.

#### **Section 4: The Treasurer shall:**

a. Receive, deposit, disburse, maintain necessary bank accounts and account/maintain all financial records for all funds of the organization and prepare the publication of all statements of the financial status of the organization. Present a monthly financial report to the general membership. A financial review may be demanded by any active member at the membership meetings. Present

the books and financial records of this association for audit when directed by the general membership. Make the books and financial records of this association available for inspection and review when requested by the president.

b. Prepare and submit to 374 FSS/FSRPO a quarterly financial statement no later than the 20<sup>th</sup> calendar day of the month following the end of the quarter. A statement will be prepared for each type of account (dollar and yen accounts for checking, petty cash, and savings) maintained by the PO. Also, prepare and submit to 374 FSS/FSRPO a fiscal year financial review covering the period 1 October through 30 September. The review will be submitted no later than October 20 of each year.

c. Prepare and submit to 374 FSS/FSRPO an annual budget forecast for the PO no later than October 20 of each year.

### **Section 5: General Officer Duties**

a. The PO's officers are responsible for the overall operations of the PO, including but not limited to asset accountability, liability satisfaction, and assuring responsible financial and operational management.

b. The books of the treasurer will be audited at least three weeks prior to the termination of the treasurer's term of office or the treasurer's vacancy of office. The result of the audit and statements of cash assets will be furnished to the PO Coordinator.

(1) If the treasurer PCSs or is removed in accordance with this constitution, before a new treasurer can be appointed, the audit will be performed by the incoming treasurer and at least one other member of the board; excluding the President (the President is still the primary signatory over the Audit).

c. Before opening a bank account at a military banking facility the PO must obtain written authorization from 374 FSS/FSRPO.

d. A designated official is responsible for retrieval of the PO's distribution (mail, commander's updates, PO information, etc.).

(1) PO distribution folders are maintained in building 316, room 157.

(2) Pick-up is required at least once a month.

### **Optional: DELETE IF THIS DOES NOT APPLY TO YOUR PO**

Section 5: INSERT THE COMPLETE NAME OF THE PO will award an academic scholarship to members of the Yokota community. The PO cannot require membership in the PO as a prerequisite for eligibility for award of the scholarship. Scholarship requirements will be drafted to ensure all forms of ethics are taking into consideration such as: biases, discrimination, etc. The candidate selection process must be detailed here.

## **ARTICLE II ELECTION AND VOTING**

### **Section 1. Election of Officers.**

Election of officers will be held annually at the regular monthly meetings, with new officers assuming their duties during the first regular meeting in the following month. Voting will be by secret ballot and a majority of votes cast shall be sufficient to elect.

### **Section 2. Nominations.**

Nominations will be made from the floor or via email survey.

### **Section 3. Special Elections.**

Special elections will be held at a time and place designated by the president. At least 5 days' notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor or via email survey. After nominations have been closed, the membership will elect an officer for each vacancy in accordance with the constitution.

## **ARTICLE III - DUES and FEES**

Reference Article V of the Constitution. No other dues or fee collections are deemed necessary by the organization.

## **ARTICLE IV STANDING COMMITTEES**

### **Section 1. General.**

The president shall appoint standing committees for the period concurrent with his/her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.

### **Section 2. Standing Committees.**

The officers and governing body of the PO shall have discretion to determine whether standing or ad hoc committees will be appropriate.

## **ARTICLE V – FINANCES and TAXES**

Reference Article V of the Constitution.

## **ARTICLE VI – INSURANCE COVERAGE**

Reference Article X of the Constitution.

## **ARTICLE VII - AWARDS/GIFTS**

**(YOUR PO DECIDES THIS, IF THEY HAVE THIS)**

## **ARTICLE VIII – CERTIFICATION OF NOTICE TO MEMBERS OF LIABILITY**

In accordance with AFI 34-223, para 9.2., the undersigned certifies that each member has been notified and understands his/her personal financial liability for obligations of the PO, as provided by law.

**ARTICLE IX - ADOPTION**

This Constitution and Bylaws was approved by a majority vote of the general membership of **INSERT THE COMPLETE NAME OF THE PO** on **INSERT THE DATE** and is submitted for approval by the 374 MSG/CC, Yokota Air Base, Japan.(Subject to final review by the installation commander)

**(ORIGINAL/ Digital SIGNATURE)**

\_\_\_\_\_  
TYPE IN PRESIDENT'S NAME

\_\_\_\_\_  
Date

**INSERT THE COMPLETE NAME OF THE PO**  
President

**INSERT DATE**

MEMORANDUM FOR 374 FSS/FSRPO

FROM: **INSERT COMPLETE PO NAME**

SUBJECT: OFFICER ROSTER

**NAME: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: (DSN or Home) \_\_\_\_\_ DEROS \_\_\_\_\_**

**President:**

**Vice President:**

**Treasurer:**

**Secretary:**

**If your PO has additional POCs please edit this form accordingly**

1. The above personnel will hold office until **(INSERT A DATE).**
2. An updated officer roster will be provided to FSS/FSRPO yearly or whenever there is a change of officials
3. All PO officers are trained or will be trained no later than 15 calendar days after taking office. It is our responsibility to ensure the training is scheduled and completed. Upon completion, a new officer roster will be provided to FSS /FSRPO.
4. All PO officers have access to AFI34-223 and are knowledgeable of their roles and responsibilities as outlined in this and the POs Constitution and Bylaws.
5. By signing below the President certifies the following:
  - a. Outgoing board members have conducted transfer of documents and responsibility briefings
  - b. The books of the treasurer have been audited. The results of the audit and statements of cash assets are attached (when a change in treasurer).

\_\_\_\_\_  
**(PRINT NAME AND SIGNATURE)**

President

\_\_\_\_\_  
**DATE**

DATE

MEMORANDUM FOR 374 FSS/FSRPO

FROM: (INSERT COMPLETE NAME OF PO)

SUBJECT: Request for Annual Waiver of Liability Insurance

1. (INSERT COMPLETE NAME OF THE PO) requests limited insurance waiver for activities which have little or no liability exposure, i.e., bake sales, car washes, etc. IAW AFI 34-223, *Private Organizations (PO) Program*, para. 10.15.
2. As a PO, we understand that all PO members are jointly and severally liable for the obligations of the PO. In the absence of liability insurance, all PO members' personal assets are at risk in the event of PO liability.
3. We understand and will comply with PO Requirements to obtain the appropriate Liability Insurance Coverage whenever our organization is involved in high-risk fundraising activities that involve a greater risk of injury or damage, such as golf tournaments, baseball tournaments, basketball, paintball tournaments, etc.
4. Point of contact is (INSERT NAME OF POC, TELEPHONE NUMBER, E-MAIL).

//SIGNED/INITIALS//

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NAME  
President  
NAME OF PO

(INSERT COMPLETE NAME OF PO)  
PROPOSED BUDGET  
(INSERT YEAR)

**INCOME**

Membership Dues (20 X \$50.00)	\$
Saving Account Interest	\$
Fund Raisers (4 car washes, etc)	\$
Bake Sales	
Bazaar	\$
Friendship Festival	\$
TOTAL:	\$

**EXPENSES**

Supplies for fund raisers	\$
Donations	\$
Club Christmas Party	\$
Scholarship Fund	\$
TOTAL:	\$
NET INCOME:	\$

Comments:

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President's Signature Block

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DATE