

Read Our Bylaws to find out about our procedures

**ARTICLE I FISCAL YEAR:** The fiscal year of the Association shall be the calendar year beginning on January 1. Local Chapters may establish their own fiscal year.

## **ARTICLE II AREA AND LOCAL CHAPTER DUES**

Section 1: Annual Plan AREA dues shall be \$15.00.

Section 2: Upon payment of dues the member will be entitled to all considerations and benefits of the Association for a period of 12 months. All dues are nonrefundable. Local Chapters may establish their own dues structure, to include the establishment of the dues amount.

Section: 3: All Association dues shall be payable upon the expiration of the member's dues. If dues payable remain in arrears for 30 days, upon the 31st day the member will be deleted from the Association mailing list and dropped from membership rolls.

Section 4: A member who is deleted from the rolls for nonpayment of dues may be reinstated upon payment of dues in accordance with Article II, Sections 1 or 2 above.

Section 5: Members moving to another geographical area may have their Local Chapter membership transferred to another chapter. Any dues adjustment will be settled between respective Local Chapter presidents. Any unresolved dues issue will be referred to the Executive Board for a decision.

## **ARTICLE III LOCAL CHAPTERS**

Section 1: A request to activate a Local Chapter must be submitted by at least five persons eligible for AREA membership (in accordance with the Constitution) at least one of whom must be a member of the AREA.

Section 2: A Charter is required to officially activate a Local Chapter. A Charter may be approved by the Executive Board upon receipt of the request required in Section 1 above and the execution of procedures directed by the Executive Board.

Section 3: Only Local Chapter members, who are AREA members, or their spouses, may hold the office of President or Vice-President in the Local Chapter. The length of their terms of office is not restricted.

**ARTICLE IV COMMITTEES AND ADVISORS:** The President shall appoint the following (and such others as may from time to time be deemed necessary by the Executive Board).

**a. INFORMATION DIRECTOR (voting member)** – One person, term indefinite. This person is the Editor of the Newsletter and Membership Directory and is responsible for maintenance of information in the Directory, for the timely publication of the Annual Report, Newsletters and Membership Directory and for coordination of publicity with the community, the Exchange Post, and/or other sources.

**b. MEMBERS-AT-LARGE (voting members)** – Three members, terms indefinite, representative of the general membership.

**c. MEMBERSHIP DIRECTOR (non-voting member)** - One person, term indefinite. Responsible for maintaining the membership rolls, for insuring that all eligible persons are aware of their right

to join the Association, for collecting membership dues and for promoting the formation of Local Chapters.

**d. SCHOLARSHIP COMMITTEE (non-voting members)** - With a Chairman and at least five but not more than eight members representative of the general membership, this committee will annually recommend to the Executive Board changes to the program, the total dollar amount to be distributed in scholarship awards, and the number and value of each. Subsequent to the Executive Board's action, the Scholarship Committee will select the students to receive the awards. Chairman and representative member terms are indefinite.

**e. COMMUNITY SERVICE COMMITTEE (non-voting members)** - With a Chairman and at least two members, terms indefinite, this committee will promote community service by members, Local Chapters and AAFES Associates, and recommend to the Executive Board changes to the program and persons and Local Chapters to be recognized for Community Service Awards.

**f. EMERGENCY RELIEF FUND COORDINATOR (non-voting member)** – One person, term indefinite, who shall oversee the establishment and execution of relief funds.

**g. LEGAL ADVISOR (non-voting member)** - One person, term indefinite, who shall advise the Executive Board on all legal issues and related policy matters.

**h. AUDITOR (non-voting member)** - One person, term indefinite, who shall prepare an annual audit of AREA accounts and report to the Executive Board.

**i. FINANCIAL / INSURANCE ADVISOR (non-voting member)** - One person, term indefinite, who will assist the AREA Treasurer in assuring that AREA funds are invested with a minimum of risk and a reasonable return, and recommends appropriate insurance coverage for Association activities.

**j. AREA VEBA TRUSTEE (non-voting member)** - One person, term indefinite, to serve as the AREA representative on the Voluntary Employee Beneficiary Association (VEBA) at HQ AAFES.

#### **ARTICLE V CODE OF CONDUCT**

1. Promote and sustain a culture where ethical conduct is revered, valued and exemplified at all AREA and chapter leadership levels;
2. Obey applicable laws and regulations governing AREA's activities;
3. Maintain honesty, fairness, and trustworthiness in all activities and relationships;
4. Avoid conflicts of interest between AREA and personal affairs.

#### **ARTICLE VI FILES RETENTION POLICY**

1. Computerized data and chapter reports: Destroy at 2 years.
2. Accounting detail data: Destroy 3 years after current year tax returns are filed
3. Convention Summary Reports: Destroy after three years.
4. Accounting operating statements: Retain indefinitely
5. Audit Reports, Minutes; Charters; Correspondence related to the Emergency
6. Relief Fund, and with AAFES and congressional offices; Constitution; Bylaws, IRS exemption letters: Retain indefinitely. Secretary to maintain.

**ARTICLE VII GENERAL MEMBERSHIP AND BUSINESS MEETINGS:** At least fifteen members of the Association in good standing are required to establish a quorum for Association meetings.

**ARTICLE VIII NOTICE OF GENERAL MEMBERSHIP AND BUSINESS MEETINGS:**

Notices for Association meetings shall be mailed at least 30 days in advance.

**ARTICLE IX PARLIAMENTARY PROCEDURES**

Section I: Robert's Rules of Order, Revised Edition, shall be followed by the Association in all cases involving parliamentary procedures when it does not conflict with the constitution of the Association.

Section 2: The rules may be suspended by a two-thirds vote of members present at a given session.

**ARTICLE X AMENDMENT OF BYLAWS:** The Bylaws of the Association shall be enacted, and may be amended, by a two-thirds vote of the Executive Board at a meeting called for such purpose.

**ARTICLE XI EXECUTIVE BOARD MEETINGS**

Section 1: Meetings of the Executive Board shall be held at the call of the President at a time and location of the President's choosing.

Section 2: A quorum of the Executive Board shall consist of four (4) voting members.

**ARTICLE XII STATUS OF ASSOCIATION:** Although the Association consists of individuals formerly associated with AAFES and may, from time to time, participate with AAFES in mutually beneficial activities, no action, statement, position, or policy by this Association shall, in any manner or for any purpose, be considered to be that of AAFES, and no action, statement, position, or policy of this Association shall in any manner bind, obligate, or reflect in any manner upon AAFES, its agents, officers, and /or directors.