

CHECKLIST FOR PRIVATE ORGANIZATION

CONSTITUTION

ARTICLE 1

- _____ 1. Have you named your organization within the Constitution?
(See AFI 34-223, paragraph 10.2.)
- _____ 2. Have you clearly stated the purpose of your organization?

ARTICLE 2

- _____ 3. Have you identified the category type of your organization?
(See AFI 34-223, paragraph 2.)
- _____ 4. If your organization is a type III organization, have you
included the authority for operation of your organization per
AFI 34-223, paragraph 6.?
- _____ 5. Have you included the liability provision? (See AFI 34-223,
paragraph 10.12)

ARTICLE 3

- _____ 6. Have you identified what officers will exist in your
organization? (NOTE: This is just the identification; duties
are spelled out in the By-Laws.)
- _____ 7. Have you specified what other governing bodies will exist in
your organization?

ARTICLE 4

- _____ 8. Have you identified what type of membership your
organization will have?
- _____ 9. Have you clearly identified the eligibility requirements for
each type of category of membership?
- _____ 10. Have you identified which category of membership have
voting privileges?
- _____ 11. Have you identified which category of membership are
eligible for office or any of the governing bodies?

_____ 12. Have you incorporated AFI 34-223, paragraph 10.3., policy on discrimination; specially, that your organization prohibits membership discrimination based on:

- | | |
|-------------|--------------------|
| a. Race | e. Age |
| b. Religion | f. National Origin |
| c. Creed | g. Sex |
| d. Color | |

ARTICLE 5

_____ 13. Have you identified all proposed sources of income?

ARTICLE 6

_____ 14. Have you identified all activities or events of your organization?

_____ 15. Are you aware that all fund-raising activities or requests to use government facilities or transportation must be coordinated and approval obtained at least 7 days prior to the event from 30 SPTC/CD, to be prepared on a 30 SPW Form 400? (See 30th SWI 90-101, paragraph 3.1.)

ARTICLE 7

_____ 16. Have you specified when regular membership meetings will be or how (and when) the meeting day will be determined?

_____ 17. Have you specified when the governing bodies will meet or how (and when) meetings of the governing bodies will be determined?

_____ 18. Will your organization allow special meetings? If yes, have you identified how or under what circumstances?

_____ 19. Have you defined what a quorum is?

_____ 20. If your organization operates on a fiscal year as opposed to a calendar year, have you provided for such in the Constitution?

ARTICLE 8

_____ 21. Have you clearly stated how the Constitution and By-Laws will be adopted by your organization?

_____ 22. Have you clearly stated how the Constitution and By-Laws will be amended by your organizations?

_____ 23. Have you indicated that both adoption and amendments to the Constitution and the By-Laws are “subject to final review by the installation commander or his or her designee”?

ARTICLE 9

_____ 24. Have you included the dissolution provision required by AFI 34-223, paragraph 12.