

**USAF AIRCREW FLIGHT EQUIPMENT VETERANS and
RETIREE GROUP**

**CONSTITUTION AND BYLAWS
As approved on 12 Feb 2024**

CONSTITUTION

ARTICLE I NAME

The name of this group shall be the USAF Aircrew Flight Equipment Veterans and Retiree Group, hereafter known as the Group.

ARTICLE II GOALS

The Goals of this Group shall be:

1. To stimulate and maintain the camaraderie and brotherhood among the veterans and retired Personal Equipment (PE), Aircrew Life Support (ALS), Survival Equipment (SE), and Aircrew Flight Equipment (AFE) community.
2. To provide a continuous forum to promote camaraderie among the AFE community.
3. To increase the influence of the Group to implement these primary goals.
4. To continuously improve the Group's value to its members and the AFE community.

ARTICLE III ORGANIZATION

There shall be a constituent organization with no chapters or sub-divisions.

ARTICLE IV MEMBERSHIP

There shall be categories of membership as defined by the Bylaws.

ARTICLE V GOVERNING BOARD

Section A - Governing Board

1. The Group's governing board, hereafter known as the Board, shall consist of the elected officers and others as specified herein. The Board

membership shall be the Group's President, Vice President, Secretary-Treasurer (one or both), and Immediate Past President. Each Board member shall have the power of one vote.

2. The Board shall be vested with the management of the funds and properties accruing to the Group's treasury and the affairs of the Group and shall act in the capacity of a Board.

Section B - Removal

The Board, by majority vote, shall have the authority to remove from office any officer or Board member who does not, in the opinion of the members of the Board, satisfactorily perform their assigned duties or engages in activities not in the best interest of the Group.

Section C - Succession

Any vacant Board position shall be filled for the remainder of the term of office by Board action, which shall be filled as defined in Article VI, Section B3 of the Constitution.

ARTICLE VI OFFICERS

Section A - Elected Officers

1. The elected officers of the Group shall be a President, Vice President, Secretary, Treasurer, and the Immediate Past President
2. The office of Secretary and Treasurer may be occupied by one person, or if deemed necessary by the Governing Board, may be separate offices occupied by duly elected individuals.

Section B - Term of Office

1. All Group Officers shall be elected as prescribed in the Bylaws to serve for three years, or as specified, or until their successors are elected and assume office at the close of the reunion.

No individual shall consecutively serve more than one natural and one incomplete term as Group President.

2. The officers shall normally serve a term of three (3) years.
3. If the office of any elected officer is vacated, the order of succession shall be determined by:

- a. The original ballot in order of votes obtained.
- b. The next lower office will provide the successor should the ballot list be exhausted as a source for succession.

ARTICLE VII FINANCES

Section A - Revenues, Disbursements, Authorizations, Limits

Group funds shall consist of any meeting/reunion fees or income derived from any other source. All such Group funds are to be maintained by the Group's Treasurer. Disbursements of funds for the administration of the Group shall be controlled in accordance with the Board's policies and disbursed by the Treasurer. All other accounts shall be controlled in accordance with the Board's policies and disbursed through prior approval of the Groups Treasurer and at least one elected member of the Board as determined by the President.

Section B - Fiscal Year

The Fiscal Year shall begin at 12:01 AM, January 1, and terminates at midnight, December 31, each calendar year.

ARTICLE VIII MEETINGS

Section A - Reunion

The Group, led by the board, shall hold a mandatory open reunion at a time and place selected by the membership.

Section B - Business Meeting

The Group shall hold a mandatory Business Meeting during the reunion. A quorum shall consist of a minimum of ten (10) members. A simple majority vote of members present is required for passage of business.

Section C - Board Meetings

Meetings of the Board shall be held as deemed necessary by the Group President. A quorum shall consist of a minimum of three elected officers. A simple majority vote is required for the passage of business unless specifically designated otherwise by the Constitution and Bylaws.

Section D - Special Meetings

Other special meetings deemed beneficial to the cause of the Group may be held during the fiscal year and shall not compromise in any manner programs or projects established by the Bylaws.

ARTICLE IX VOTING RIGHTS

Section A - Governing Board Meetings

Voting rights of the Board are held by the President, Immediate Past President, Vice President, Secretary, Treasurer, and others as specified in the Constitution and Bylaws.

Section B - Voting Entitlement and Privileges

In the event a member of the Board holds more than one position with voting rights, they will be entitled to only one vote. There shall be no proxy votes at Board meetings. In the event that a follow-up vote is necessary on an issue discussed during a previously concluded Board meeting, only those members present at that meeting shall retain subsequent voting privileges as described in Section A.

Section C - General Membership

All members and Honorary Members are entitled to one vote in general and special meetings, and elections.

ARTICLE X PUBLICATIONS

Section A - Publications

The Group shall publish a Newsletter twice annually. The publication will be distributed to all members and other individuals, companies, or agencies as deemed appropriate by the Publications Committee Chairperson, whose receipt of the publication may prove mutually beneficial.

Section B - Finances

The cost of publications shall be borne by revenue derived from and from Group funds.

Section C - Operations

The Publications Chairperson shall be responsible for taking those actions necessary to ensure the editing, publishing, and distribution of the publication.

ARTICLE XI DURATION

This Association shall have a perpetual existence.

ARTICLE XII CONSTITUTIONAL AMENDMENTS

Section A - Procedures

Amendments to the Constitution may be proposed by any member for consideration by the Board. A majority approval vote of the Board is required before being proposed to the Group membership for their consideration.

Section B - Publication of Constitutional Amendments

Publication of the proposed amendments in one or more of the official Newsletter of the Group shall meet this requirement provided it does not reduce the notification time requirement.

Section C - Notification Time

The Constitution of the Group may be amended at any Business Meeting of the Group by a majority vote of members present at such a meeting. The proposed amendments shall have been sent to the members at least thirty days prior to the Business Meeting.

BYLAWS

ARTICLE I NOMINATIONS AND ELECTIONS

Section A - Group Officers Nomination Committee

Elected Group Officers shall be nominated by a Nominating Committee of three members of the Group appointed by the President. The recommendations of the Nominating Committee will be made to the Board for concurrence.

Section B - Elections and Proposals

Elections shall be held as required or at a minimum of every three (3) years. Only members in attendance of reunion and board members shall be entitled to vote in the election of officers and/or proposals. Officers shall be elected by a majority vote of those voting members. Members shall be notified of each election or proposal requiring membership ballot by mail (publication in the Group Newsletter meets this requirement) or on the Group website. If a ballot has not been returned at the stated election/proposal deadline, it is assumed that the non-responding members have forfeited their vote. All ballots will be collected and tallied by the Group Secretary who will advise the Board of the results. In the event of a tie vote, the office in question shall be decided by a majority vote of the then-existing Board.

ARTICLE II MEMBERSHIP

Section A - Membership Classification

There shall be the following precedence of memberships:

1. USAF retired and former Personal Equipment, Survival Training and protective Equipment, Aircrew Life Support, Survival Equipment, and Aircrew Flight Equipment, career field members.
2. USAF active duty, Guard, and Reserve AFE career field members.
3. Spouses of current/deceased members.
4. Sister Service Members.
5. Honorary Industry Partner Members.
6. FAA qualified members who carry the equivalency of AFE.

Section B - Qualification for Membership

Honorary Members: Honorary Members shall consist of those industry and individual(s) who have applied for and have been approved by the Board members for membership but are not current or former members of the USAF Personal Equipment, Aircrew Life Support, or Survival Equipment, Aircrew Flight Equipment career fields.

Section C - Election as a Group Officer

Any member of the group is qualified for nomination and election to any Group office except as otherwise restricted in this section.

ARTICLE III DUTIES OF ASSOCIATION OFFICERS

Section A - President

The President shall be the Executive Officer of the Group and shall preside at all meetings. The President shall appoint all Committee Chairpersons who are not designated by being elected to office. While coordinating the Association's activities, the President shall apply the policies of the Board.

Section B - Vice President

The Vice President will familiarize themselves with the activities and duties of the President. In the event the President is not available to officiate or becomes incapacitated, the Vice President will officiate during the President's absence or period of incapacity.

Section C - Secretary

The Secretary shall assist the Board members as directed. The Secretary shall record the Group's meeting minutes and maintain the minutes established by the Constitution and Bylaws. The secretary shall keep track of important documents and records, such as members of the Board of Directors, committee members, voting results, bylaws, and all correspondence addressed to and from the group, etc. The secretary will also disseminate the business meeting minutes and update the tracker sheet as related to the reunion in conjunction with the reunion committee chair.

Section D - Treasurer

The Treasurer shall assist the Board members as directed. The Treasurer shall

oversee the Group's finances and financial records in accordance with the procedures established by the Constitution and Bylaws and shall ensure the issuance of at least one financial report annually. This report shall be presented via Excel or as otherwise directed by the Board.

Section E - Immediate Past President

The Immediate Past President shall serve as an advisor to the Board. The Immediate Past President will perform duties as delegated by the President.

ARTICLE IV APPOINTMENT, CONFIRMATION, AND DUTIES OF COMMITTEES

I. PRIME COMMITTEES

Section A - Prime Committee Appointments

Committee Chairpersons of Prime Committees, unless assigned as a result of an elected office, shall be appointed by the President and confirmed by the Board at the first meeting following their appointment. The Prime Committees of the Group are the Publications and Reunion Committees.

Section B - Prime Committee Duties

1. The Publications Committee shall be responsible for the content of the annual newsletter and any other publications specified by the Constitution, Bylaws or Board action. The Chairperson will act as the editor and be responsible for editorial policies. The Chairperson will develop an annual publication plan and carry it out. They may appoint committee members as required and may act as the sole source of public relations releases in the name of the Group. As a Prime Committee Chairperson, they will be a member of the Board with one vote.
2. The Reunion Committee shall be responsible for all activities relating to the reunion. The Chairperson shall prepare a plan for the reunion and present it to the membership at the earliest possible date. The Chairperson will appoint committee members as required. They will keep the Board apprised of the progress and plans of the committee. As a Reunion Committee Chairperson, they will be a member of the Board with one vote.

II. OTHER COMMITTEES

The President shall appoint other Committee Chairpersons as deemed necessary. Board confirmation is required and shall be obtained prior to the appointment. These Committee Chairpersons serve as non-voting members of the Board. However, the Board shall not have the authority to create a Board composition where appointed members with voting rights outnumber elected members.

III. STANDING COMMITTEES

Standing Committees can be appointed by the President with Board approval by a simple majority vote to provide for continuity in long range programs. These committees shall have no voting rights.

ARTICLE V AMENDMENTS

1. These Bylaws may be amended by a majority vote of the members provided that the proposed amendments are sent in writing to the members.
2. Amendments may be proposed by the Board on its own initiative, providing such amendments have been approved by majority vote of the Board. Amendments may also be proposed upon petitions of any ten (10) members addressed to the Board. All such amendments shall be presented by the Board to the membership with or without recommendation.