

(Note: Not all of the information contained in the template is required, it is simply provided for consideration and use if desired; however, an asterisk indicates mandatory items.)

Private Organization Name Here

CONSTITUTION

ARTICLE I - NAME*

Section 1. The name of this organization shall be _____, herein after referred to as the 'Club'/'Organization'/'Fund'/'Group' (select one and use throughout document for uniformity).

ARTICLE II - AUTHORITY AND PURPOSE*

Section 1. Upon the approval of the Commanding Officer, Marine Corps Air Station (MCAS) Iwakuni, this Constitution is hereby established.

Section 2. The purpose of this Club is to _____

ARTICLE III - BYLAWS AND OTHER REGULATIONS*

Section 1. Bylaws shall be formulated and, upon approval of the Commanding Officer, MCAS Iwakuni, shall have the same force and effect as if published as part of the Constitution.

Section 2. The Club shall comply with all Department of Defense (DoD), Marine Corps, Marine Corps Installations Pacific (MCIPAC), and MCAS Iwakuni Orders, directives and instructions pertaining to the operation of independent private organizations.

Section 3. The Club acknowledges that it is not a government instrumentality and, therefore, is not entitled to immunities and privileges afforded government agencies, and is responsible for taxes and insurance as required by law.

ARTICLE IV - MEMBERSHIP*

Section 1. Membership of the Club will be on a voluntary basis. Subject to approval of the Commanding Officer, MCAS Iwakuni, the following personnel are eligible to participate (select only those categories applicable):

a. General membership shall be extended to (categories).

b. Associate membership shall be limited to (categories).

c. Honorary membership shall be extended to (categories).

d. Membership of non-DoD personnel will consist of less than one-third of the total membership. (Note: membership must be less than one-third of the PO's membership to ensure the club is structured for the MCIPAC community. Club members who are DoD civilian employees or military or DoD civilian employee family members are considered "DoD personnel" for membership purposes.)

ARTICLE V - OFFICERS AND BOARD OF DIRECTORS*

Section 1. The officers for the Club, elected from the categories of membership, shall be President, Vice President, Secretary and Treasurer (add others as desired). This group of officers shall be designated as the Board of Directors.

Section 2. Each year, at a regularly scheduled meeting, nominations from the floor shall be invited prior to the election of office. Nominees must give their permission for the election. Officers shall be elected by a secret majority vote of those members present and voting. A simple majority vote is required. The existing Board of Directors shall not vote unless it is necessary to break a tie.

Section 3. An officer of the Club may be removed for cause by a majority written vote of the voting membership.

Section 4. The Board of Directors shall have the authority to act on any and all matters concerning the Club excepting those requiring approval of the Commanding Officer, MCAS Iwakuni, a vote of the Club membership, or as otherwise specifically provided for by the bylaws of the Club.

Expenditures of the Club in excess of \$(indicate amount) must be presented to and approved by the Board (or voted on by the membership) before the obligation is incurred.

Section 5. In the event of a vacancy on the Board, the remaining members of the Board shall appoint a temporary officer to serve until the next regular meeting at which time an election shall be held to fill the vacancy. The candidates shall be nominated from the floor at that time. If a permanent officer is not elected within 60 days after the vacancy occurs, the temporary officer appointed by the Board shall automatically become permanent for the remainder of the unexpired term.

Section 6. An officer may resign their office by notifying the President in writing.

Section 7. Officers are eligible for re-election to the same office; however, no individual shall be eligible for the same office for more than two consecutive terms.

Section 8. Duties of the elected officers are as prescribed in the bylaws.

Section 1. The Board of Directors shall meet at least quarterly or at the call of the President. The quorum for all Board of Directors' meetings shall be at least (indicate number) present of the Board. The Board members will exercise their powers through a simple majority vote.

ARTICLE VI - QUORUMS AND MEETINGS*

Section 2. A general membership meeting will be held on the (date/day of the week) of (each month/other). A simple majority vote of those members present and voting at the meeting will prevail on all issues brought to a vote with the exception that Constitutional amendments shall be affected as prescribed in the Constitution, Article XI.

Section 3. Upon written request of at least _____ percent of the voting membership of the Club, the President shall be required to call a special membership meeting. The President may call a special membership meeting at his/her own discretion.

Section 4. All members shall be notified, if possible, of the time, place, and subject matter of the special membership meeting, and only that business for which the meeting is called shall be transacted.

ARTICLE VII - VOTING

Section 1. Only members in good standing shall be allowed to vote on any matter requiring a vote, and they shall be entitled to only one vote.

Section 2. There (shall/shall not) be any voting by absentee or proxy.

Section 3. Passage of any resolution shall be a simple majority vote of those voting members present, except when otherwise provided for in the bylaws.

Section 4. All proposals at a Board of Directors meeting shall require a simple majority to be passed.

ARTICLE VIII - FINANCE*

Section 1. (In this section, include any information regarding initiation fees and/or dues as applicable, and include a statement regarding membership liability if the assets of the Club are insufficient to discharge all liabilities/obligations.)

ARTICLE IX - INSURANCE AND LIABILITY*

Section 1. Adequate and proper insurance shall be carried at all times to protect the membership from liability. (Note: A certification indicating that members understand they are personally liable, as provided by law, if the assets of the non-Federal entity are insufficient to discharge all liabilities must be included in the constitution or bylaws.)

Section 2. Fidelity bond coverage shall be obtained for the Treasurer whenever cash assets of the Club exceed \$500. The insurance, which the Club will purchase with Club funds, shall cover the position of Treasurer, not the individual by name.

ARTICLE X - DISSOLUTION*

Section 1. Dissolution of the Club shall be upon the initiative of the membership or a decision by the Commanding Officer, MCAS Iwakuni to withdraw local authorization to operate aboard the air station.

Section 2. Upon liquidation of all indebtedness and residual assets will be disposed of as directed by the Board of Directors.

Section 3. Upon disestablishment, the incumbent senior official shall notify the Commanding Officer, MCAS Iwakuni, via the Director, MCCS of impending action with certification that all indebtedness has been liquidated and residual assets disposed of.

ARTICLE XI - AMENDMENTS OR CHANGES

Section 1. Amendments or changes to this constitution may be proposed by the Board of Directors or by any member in good standing who submits a written request to the President, using the exact wording of the proposed change. Notice of the proposed change of the constitution, using the exact wording, shall be given to the membership at least 10 days in advance of a business meeting called to consider the change. This notice will be drafted as a proxy vote to allow those members who do not desire to, or cannot attend the meeting to vote.

Section 2. Proposed amendments or changes shall be adopted when two-thirds of the voting members, both those at the meeting and those voting by proxy, approve the amendment, and shall become effective upon approval of the Commanding Officer, Marine Corps Air Station, Iwakuni.

Section 3. Any amendments or changes to this constitution shall be attached hereto.

//signature//
JOHN C. DOE
President
(Club Name)

Date Signed: _____