**DEPARTMENT OF THE AIR FORCE**

HEADQUARTERS 2D BOMB WING (AFGSC) BARKSDALEAIR FORCE BASE LOUISIANA

14 August 2020

MEMORANDUM FOR 2 FSS/ FSR FROM: 2 BW/.I A

S UBJECT: Cons titution and Bylaws of Private Organiza tio n: Barksdale To p Three Assoc iation

I. l have revie wed the const itution and bylaws of the Barksdale Top Three Association (BAF B Top 3). They are lega lly sufficie nt as drafted.

1. **BACKGROUND:** The BAFB Top 3 sig ned the ir Co nstit ution and Bylaws in August 2020, which were submi tted to 2 FSS/FSR, and subsequently forwarded to 2 BW/JA for a lega l revie w. We created a template, which 2 FSS/FSR provides to private organ iz atio ns to use as g uidance for creatin g their constit utions and bylaws, and it appears they have refe renced this tem plate.
2. **LAW:**
   1. Ar-I 3 4- 223, *Private Organization (PO) Program,* para. 6.1 s tates: ·'T he installation

co mmander authorizes the establis hment and operation of a PO when he/she determines it will make a positive contribution to the quality of life of base personnel. The commander may withdraw the authoriza tion if t he PO prejud ices or discredits the United S tates Government,

co nflic ts with Governme nt activit ies , o r for any other reaso n o r ju st ca use ."

* 1. AFI 3 4- 223, para. 9, states the co nst it ution, bylaws, or s im ilar documents must:

1. 1. Address the nature , function, objectives, membersh ip eligi bilit y, and sources of income of the PO.
   1. Notify all mem bers of the ir personal fina ncial respons ibility for obli g atio ns o f the PO.
   2. Desc ribe the responsibilities of PO officers for asset accounta bility, liabil ity satis factio n, and sound fina ncial a nd operatio nal manage ment.
   3. Provide specific gu idance on disposition of residual ass ets upon disso lutio n.
   4. Be updat ed every two years or when there is a change in the purpose, functio n, o r me mbers hip eligibilit y of the PO, whic heve r co mes first.
   5. " POs may not discriminat e in hiring practices or membe rship polic ies on the basis of age, race, relig io n, co lor, national origin, disa bilit y, ethnic gro up, or gender." AFl 34-223, para. I 0.2.
2. **ANALYSIS:** The constitu tion and bylaw s include the provis io ns requir ed by AFI 3 4-223. para. 9.
3. **CONCLUSION AND RECOMMENDATION:** The BAFB Top 3 Constitution and Bylaws are legally sufficient. If you have any questions, please contact me at 456-5200.

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TRACY L. HERRELL, GS-13, USAF

Chief, Installation Law

Attachments:

Constitution and Bylaws Template BAFB Top 3 Constitution and Bylaws

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**BARKSDALE TOP THREE ASSOCIATION CONSTITUTION**

#### ARTICLE l NAME AND PURPOSE

*Section I : Name*

The name of this orga nizat io n has been es ta blished and hence forth shal l be know n as the Barksdale T o p Three (Top-3) Assoc iat io n, pursuan t to the provisions of AFI 34-223, *" Private Organizatio n Program."*

*Section 2: Pwpose*

The purpose of the Barksdale Top-3 is to promote unity and esprit de corps among the senior

nonco mmiss ioned officers assigned to Barksda le AFB, to include all directorates and tenant units *(i.e.* HQ/AFGS C, 8 AF, AETC, etc.). Its aim is to foster camaraderie a nd function as a communication channel between junior enlisted membe rs and senio r leadership. The Top-3 is a n advisory source for military members who desire to hone their leade rship, management and problem resolution skills. The Top-3 also supports community activ ities and base resources such as the Airman's Attic.

*Section 3: Mission Statement*

We exist to provide leaders hip and guidance to the junior military members stationedat Barksda le AFB in

order to develop them for success in the military. Our organizatio n formally recognizes enlisted members who have been selected for promotio n as well as those who have exceeded expectations. Our membe rs capitalize on a wide range of knowledge and experie nce, positively contributing to the enrichment of the Barksdale AFB community and loca l community at la rge.

*Section -I: Vision*

Use the co llec tive knowledge and experiencesof SNCOs to posit ive ly affect Barksdale AFB and develop the nex t generation of lea ders.

### ARTICLE II

**GENERAL PROVISIONS**

*Section I: Authoriry*

The autho rity for the creation of this private organizat ion is AFI 34 -223, *" Private Organization Program ."* All references wit hin this constitution and bylaws are derived from that instr uction. The organization will operate on Barksdale AFB only with the written permiss ion of the installation co mmander or designee. Operatio n is

contingent on compliance with requirements and condition s of all applicable Air Force instruction s and

dir ec tives. The organ iza tion is not a No n-Appropriatedrund Inst rumentali ty (NAFI) , nor is it entitled to the privileges and immunit ies of the US Pederal Government.

*Sect ion 2: Classification*

The organization is class ified as an official private organization (PO).

*Section 3: liabiliry*

I f debt acc rues under the organizat io n' s name and the organiza tio n may determine the membe rs (or comm ittee) are liable to creditors for the debt. Each member (or committee chairperson) will be informed of thei r personal lia bility in the event Barksdale Top-3 does not have adequate funds to discharge its obligations.

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#### SECTJON Ill SPECIFIC LIMITATIONS

* 1. T his assoc ia tio n will co nd uct no program, whic h will prejudice or discredit the inte res t of the United States Air Force oro the r agencies of the Fede ral Government.
  2. This associa tion will not conduct business inthe name ofa ny United S ta tes Air Force insta llat io n or organizat io n.
  3. Neither the Air r-o rce nor any of its non-appropriated funds will c la im the assoc iatio n's asse ts or fu nds, exce pt as may arise out of contractua I re la t io ns hips.
  4. The assoc iation will not engage in any program that connicts or compe tes with UAF non-appro priated funds activitie s.
  5. This constitution cannot be amended lo omit a statement of the nature and purposes of this assoc iatio n or to omit provisions for disposing of resid ua l asse ts and liabilitie s should the assoc iat io n disso lve.

*f* T his association will not discriminate against any one on the basis o f race, se x. co lo r, relig io n, age or

national o rigin.

1. Upo n the 2d Bomb Wing Commander's reques t, this assoc iatio n will initiate audits of its financial statu s IAW AF! 34-223 . All association financial books and records will be made availab le upon audits. Audits will not be co nducted more than once each year, unless spec ia l circ umstances require.
2. This organizatio n will not make financial commitments exceeding its c ash assets. Coordinat io n with the treasurer is req uired befor e making any financial o bligatio ns.
3. T he membership is liabl e under the la ws of the state of Louis iana for organizatio nal deb ts in the even t

the organizat ions assets are ins ufficient to discharge liabilitie s.

### ARTICLE IV EXECUTIVE COUNCIL

*Section I: Q/jicers*

This executive counc il will consist of the Pres id e nt, Vice President , Secretary, Treasure r, and Scrgeant-At­ Arms. Each pos it ion will be elected by the General Membership as specified in the Co nst ituti on and Bylaws to admin iste r the affa irs of the Bark sda leTop-3. The 2 BW Command Chief Master Se rgea nt or an appointed designee from the Barksdale Chiefs Group will act as an advisor to the council.

*Section 2: Election s*

Elec tio ns wi ll be he ld dur ing the month of Decembe r for Vice Pres ide nt, Sec reta ry and Se rge a nt-At- Arms and March for Preside nt a nd Treasurer. The new executive council will assume their roles as Vice

Pres ide nt, Secretary and Se rgeant- At-Arms on O I January and the Pres ide nt and Treas urer on I April. All me mbe rs of the organization may vote in elec tions. Election requirements are detailed in the organiz ationa l Bylaws .

Officers shall not be elec ted to the same Executive Counc il P os itio n for more than two consecutive terms. An appointed posi tion will not be considered an elec ted pos it ion in regards to te rm limitati ons.

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## ARTICLE V MEMBERSHIP

*Section I: Membership*

Membership in th is o rga nization shall be open to all pe rsons serv ing in, selected for, or reti red in the grades E- 7 to E-9 assigned to Barksdale AFB. Any discrimination based on age, religion, co lo r, national orig in,

disability, et hnic group, or gende r is prohibited.

Me mbership in Barksda le T o p -3 is vo lunta ry. Types of membershipa re :

*a .* ACTIV E: An active me mber is defined as a membe r who is current on their annual dues, attends at

least two meetings in a 12 - mo nth period, and partic ipate s in Barksda le To p-3 activities and fund raise rs. An ac tive membe r maintains ac tive me mber status when they deploy. Deplo yed members are exempt from pay ing annual dues unt i l their return to home station. Upon return from de ployment, membe rs

will pay their dues at the next ea rliest mee ting. New members will receive a To p-3 coin upo n rece ipt of the ir initial dues. T he ros te r will be ma inta ine d and updated by the f undraising and Me mbers hip co mmitte e, with membershi padj ustme nts made each month.

*h.* GENERA L: Curre nt on dues.

*c.* HONO RARY: Any person nominated by membe rs at a general meet ing and approved by majority vote (of those present at the general meeting) may be granted honorary membership status. The honorary members may attend meet ings or assist in projects, but may not hold an e lecte d positi on, nor vote. Perso ns who are approv ed for this honor should be formally recog nized w ith an appropr iate mement o during a general me et ing of the membership. The Sec re tary wi ll mainta in a list of hono rary indu ctees . Due to the ir non-voting status, ho norary members are not required to pay dues.

*d.* TRUST EE: Top -3 o ffice rs will se rve a two-month term following their term in office, as a trustee. Trustees will act as adv isors to the newly elected Exec utive Council.

*Section 2: Termination of Memb ership*

Te rminatio n of me mbership is automatic upon resignation, se paratio n or de motio n to E-6 or below.

*Sec tion 3: Hazing and Harassment*

Haz ing or harass ment as part o f initiation rites or for any other reason is prohibited.

## ARTICLE VI METHODS OF FINANCING

*Sec /io n I: Methods of Financing*

Reve nues to support this private organizat io n' s activ it ies will be de rived from volunt ary dues of twenty-four dolla rs per year, donations and fund rais ing events.

*Sec tion 2: Inco m e*

In accordance with the provis io ns of AFI 34-223, *'' Professional Organ ization Program,"* POs must provide an annua l financ ial s tate me nt to the Force Support Resource Manage r/Reso urce Manager Flight Chief, no later

than 20 days follow ing the end of the PO ' s fisca l year if the gross annual revenues are less than $100,000, but more than $5,000. If' gross annua l re venue s are $ 100 ,000 o r more, but less than $250,000 the PO must have an annua l. finan c ia l review pe rformed by an accountant, paid with PO funds. If gross annual revenues are

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$250,000 or more , the PO must have an a udit performed by a Certified Public Accountant (CPA), paid with

PO funds. The results of any financial review or audit must be submitted to the Reso urce Mana gement Flight Chie f.

### ARTICLE VII ACTIVITIES

*Section 1: Fundraising*

The Barksdale T o p-3 will conduct fundrai sing activities only to ac hie ve the purpose for whic h it is e s tablis hed. All on-base fundrais ing activities will be coordinated with the 2d Force Support Squadron and approved by the 2d Force Support Squadron Private Organiza tio n Program Ma nager. The Barksdal e Top- 3 will not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Se rvices or Force Support Squadron Non-a ppropriated Fund Instrumentaliti es on Barksdale AFB. Pla ns for fund ca mpaigns shall be undertaken only after approval of the Executive Council and ratifica tion by the gene ral member ship.

*Section 2: Games o\_ f"C han ce, l o fleries , etc .*

The Barksdale Top-3 will not conduct any games of chance, lo tteries, raffles, or gambling except as autho rize d by AFI 34-223 to the benefit of Department of Defense personnel or family members.

*Section 3: Alcohol*

The Barksdale T o p-3 is s tr ictl y prohibited from se llin g or serving alco holic bevera geson Air Force installatio ns.

# ARTICLE VII MEETING/QUOROMS

*Sectio n I : Meetings*

Mee tings will be he ld at 1500 hours o n the first Friday of every month at Hangar 2, un less othe rwise noted. In the event the meet ing time , date or location changes, the President shall notify the membership at the earliest opportunity. A specia l or emergency meeting shall be called at the discretion of the Executive Counci l.

*Section 2: Quorums*

A quo rum i 11 co nsist of two executive counci I o fficers and I O ac t ive member s. A quo rum is necessary to

conduct any business .

# ARTICLE VIIl

## ADOPTION AND AMMENDMENTS

*Section / : Adoption*

Barksdale Top- 3 Secretary will make all proposed amendments to the Cons titution/ Byla ws in writing to the Barksdale Top-3 Pres iden t. These proposed amendments will be presented to the membership at the monthly meetings. The amendments will become part of the Constitution and Bylaws when passed by two-thi rds of the membership present. The amendm ent(s) will only become e ffective after receipt o f writte n app roval from the 2d Force Support Squadron Private Organizati on Program Mana ger.

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### ARTICLE IX DISSOLUT ION

*Sec tion I: Dissol ution*

In case of Disso lution , funds remaining in treasury after satisfactio n o f any outstanding debts, lia bilities, a nd/or obligatio ns may be redistributed within the command or used to support a charity that re flects favo rably on the PO and the Air Force as determined by the members. Noti fy the Force Support Squadron Co mmander/ Director of the intent to dissolve the PO and prepare a time-phased action plan to do so.

*Section 2: Proced ures*

In the event of dissolution, the Barksdale To p-3 Executive Co uncil s hall be respons ible for a comple te

finan c ia l acco unting of asse ts, liabilit ie s, and the disposit io n o f res idual as se ts. A final financ ia l re port will be sent to the Resource Management Flight C hief for revie w and filin g.

**BARKSDALE TOP-3 BYLA WS**

The follow ing B y la ws a re se t fo rt h for the normal operation and adm inistration of Barksdale To p-3

assoc ia tio n a nd will, a lo ng with th e Co ns tituti on, be the guid in g doc uments for Barksda le To p-3 o fficers and me mbers.

**ARTICLE** I

## EXECUTIVE COUNCIL

*Section 1: Exec utive Coun cil*

Will be res ponsib le fo r the organiza tion, o pe rat ion and dire ct ion of the Ba rksda le To p-3. It will co nd uct a ll ro utin e a ffa irs subje ct to lim ita t io n imposed in the Byla ws or by th e General Mem bership as recorded in the minutes . It s hall have the fo llow ing autho rity/ res ponsibilities :

1. Up on e lec tio n, develo p annua l budget to inc lud e all To p-3 rec urr ing e xpenses , programs, and ac tivities .
2. Ensure co mplia nce wit h the Cons titut io n and Byla ws.
3. Wi ll re view all proposed constitut ional c hanges and bring them before the Gene ral Me mbership for vote.
4. Will re v ie w the Con stitu tio n an d B y l a ws a nnually or as needed.
5. Will have a scheduled monthly meet ing and o thers as required.

*.f.* Authorize e xpenditur es fo r ac ti vities th at d irec tly benefit the Barksdale To p-3 or enlis ted members of Barksdale AFB not to exceed $250 for any tra nsac tio n. Ex pe nditur es in excess or th is a mo unt must be authorize d by General Me mbership.

*g.* Dete nn ine annual p rog rams and act ivities of the Barksdale To p-3. T his inc ludes coordinatio n with other agencie s on behalf of the Barksdale To p- 3 as well as verify in g comm itt ee s ub­ comm ittee, and adviso ry posit ions are va lid a nd curre nt.

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*governmental status .* --

## ARTICLE lJ

**DUT I ES OF OFFICERS**

*Section I: President*

1. Responsible for governing the Top-3 acco rding to its Co ns tituti o n and Bylaws.
2. Pro vides an agenda for each Barksda le To p-3 mee ting, and acts as a facilit a to r to ensure meetings proceed in a time ly manner in acco rdance with said agenda.
3. Chair s a l l Barksdale To p-3 mee tings, ma inta in ing orde r and disc ip li ne.

*cl.* A ppoin ts s pecia l co mmi ttees as necessa ry.

*e.* S igns a l l minu tes of the Barksdale To p-3.

/ Authorize d to approve payment by the Treasurer any bills, not included in the budget, for Barksdale Top-3 operations, not to exceed $250.00 or the balance whiche ver is less .

1. Briefs the 2BW Co mmand Chief Master Se rgea nt of all Barksdale Top-3 business on a monthly basis
2. Assume s the duties of the Vice Pres ide nt, Secre tary, Treas urer, and Se rgea nt- /\ t-A rms when necessa ry.
3. Notifies 2 FSS/CC in writing of any intent to disso lve the Ba rksda le To p-3. The intent lette r will in c lude a time- phased action pla n IAW AFI 34-223 paragraph 12.3.
4. Votes only when a tie brea ke r is req uired.
5. Ca rries o ut a lI o t her ac t io ns necessa ry to ensure responsible fu nctioning of the Barksdale To p-3.

/. At1e nds a ll Airmen Leade rship Sc hool Grad uatio n ce remo nies to present the ALS acade mic a ward tro phy fro m the To p-3 Or gan iz at ion. At the disc retio n of the president, thi s require ment may be

sha red across the Executive Co mmittee members.

*Section 2: Vice President*

1. Accepts alI res p o n s ibiI ities of the Pres ident in their o ffi c ia l a bse nce.
2. Ensures the acco unts of Ba rksdale Top-3 are aud ited prior to being turned over lo the next inc omin g T reas ure r.
3. May s ig n checks.

*cl.* Assumes the duties of the President, Sec retary, Treas ure r, and Sergeant-At-Arms when necessary.

*e.* Supports and res ponds to the decis io ns and lea de rs hip of the President.

*f* Attends the Special Projects Commi ttee .

1. So licit s a nd vets Co mmittee C hairma n a nd Co-C ha ir men positions.
2. Monit ors/e ns ures progress of all committees, and provides end of month upda tes to the sec re tary.

*Sectio n 3: Sec reta tJ'*

1. Accepts all the responsibili ties of th e Vice President in their offic ia l a bsence.
2. Record and prepare minut es of eac h Barksdale To p-3 General Me m bership and Executive Co unc il meeting to the Pres id e nt for signature.
3. Dis tribut es the minutes to the Co mma nd Chief , Appo inted Chie fs Group Ad viso r, a nd Gene ral

Membership.

1. Acts as a focal point fo r the co nst ituti o n of Barksda le Top-3 and makes changes after they are approved by the exec utive counc il.
2. Maintains a cor res pondence fi le.
3. Ass umes the duties of the President, Vice Presid e nt, a nd Se rgea nt- At-Arm s when necessa ry.
4. Mainta ins the Barksdale Top-3 r accbook page.

*h.* Maintains the Barksdale Top- 3 Sha re Point® to include maintain ing cont inuity of duties performed & points of contact.

,. Maintains the Barksdale To p-3 distribution list and Executive Council list on the GAL.

*j.* Validates the organ iz atio n e-mai l accou nt(s) with the 2d Commun ica tions Squadron a nnually.

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*Sec:t ion ./: T r e a s ur e r*

1. Rece ives and disbur ses funds belo nging to Barksda le Top-3 as direc ted by the General Membe rsh ip.
2. Custod ia n for a ll Barksdale To p-3 funds.
3. Maintains all a uth entica ted receipts for funds transactions.

*cl.* Provides a c urrent fina ncia l ba lanc e and summ ary of recent transac tio ns in mee ting minu tes.

*e.* May s ig n checks.

/ Ma intains ac tive members hip o n the Way s and Me a ns Co mm ittee, a nd ass is ts in es ta blish ing an annual budget.

*g.* Assumes the duties of the President, Vice Pres ide nt, Sec retary, and Se rgea nt-At- Arms when necess ary.

*Section 5: Sergeant- At-Arm s*

1. Ca lls a ll executive and general membership mee tin gs to order, and kee ps mee ting d isc uss ions from stagnating.
2. Valida tes all members ' right to vote in the general e lec tion.
3. May sign checks only in the absence of other council mem bers.
4. Handles preparation for Barksdale Top-3 general membership meet ings .
5. Ma intains the membership ros te r on the Ba rksd a le To p-3 S harePoint®.

*f* Ma inta ins Barksdale Top-3 dis tributi on list & Executive Council lis t on the GAL.

# ARTICLE III ELECTIONS

*S ec tion 1: Nominati ons*

1. The Top-3 President will announce the names of the Nominating Committee at the regular monthly meeting in Se ptember for December electio ns of the Vice President, Secretary and Se rgeant-At-A rms and December for March elec tion s of the Preside nt and Treasu rer.
2. The Nominat ing Com mittee w ill so lic it pros pec t ive can d ida tes from the ***active*** membership who are in good standing.
3. Mem be rs who meet the definition of *active,* according to the Top-3 Constit ut io n, ca n be sla ted as a no mine e. In addition , membe rs nominating so meone sho uld consider areas such as mee tin g

a ttenda nce , le vel o f invo lvement, professiona l te mperament, etc. before making a no mina tio n. Any member of the Nominating Committee may be nominated by other members.

1. The Nominatin g Co mmi ttee will ve rify if nominees are active mem bers. Once membership stat us and willing ness are co nfirmed, the candidates will be published to the me mbe rs hip at the reg ula r mee ting in Nove m be r/February.
2. Pub lica tio n w i l l inc lude a "Sma rt Ca rd" with a nominees na me, rank, pro fessio nal bac kgro und summa ry and intent if e lec ted. At the reg ula r mee tin g in Dece mber/Ma rc h, the Nominating Committee wi ll present a slate of nominees to the membership consis ting of at least two valid candida tes for eac h position.

*f* Nom inatio ns wi ll not be acce pted at the elec t io n mee ting in December/March. Potentia l

ca ndida tes mus t be verified either by the no min a tin g co mmitt ee o r e xecutive co mmi ttee of the ir des ir e to become a Barksdale Top-3 o ffice r.

1. Nominees are no t requi red to be present a t the e lec tio n mee ting.
2. Voting will be adm inis te red by ballot and conducted by an appointed Se rgea nt- At-A rms, who is not running for o ffice. Ballots will be co unted and verified by the Sergeant-A t-Arms and the Vice President, with the ass is ta nce of the Nomina tin g Co mm ittee.
3. *.* Vice Preside nt, Sec retary and Se rgea nt-A t- Arms Elec ts will assume the ir res pective duties on I

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.1anuary of the inc o ming year; transitio n is to be conducted dur ing Dece mbe r. The Pres ident and

Treasu re r assume their ro les o n I Ap ril ; t rans itio n is co ndu c ted d uring Ma rc h.

*Sec tion 2: Voting*

*a.* Annu a l e lec t io n for Vice President. Sec retary and Se rgea nt-A t-Arms will be held eac h ye ar at the re gular mo nthly meeting in Decem ber; Preside nt and Treasure r w ill be held in Ma rch.

*h.* Voting w ill be by a major ity vote of genera l members.

1. A valid e lec tio n req uire s that 25% of active members cas t ballots. T o be elec ted an o ffice r, the nominee must rece ive a majo rity o f votes cast.
2. For the purpose ore lec tion s, active me mbers mus t be curre nt as of the las t duty day o f' the mo nth

prior to elec tio ns.

1. If a majorit y vote is not rea ched on the first ba llot, the candidate receiv in g the lea s t num ber of votes is e lim ina ted and a nothe r vote is ta ke n. This procedure will co ntinue until a majo rity vote is reac hed. The vot ing membe rship will co ns is t of the Vice Pres ide nt, Sec reta ry. Treas ure r,

Se rgea nt-A t- Arms and all e l ig ibl e ge ne ra l members in attendance who mee t the voting req uire me nts previo us ly mentio ned.

*.f* The Pres ident wi II cast the deciding vote if the Genera l Mem bership is split.

1. Voting by proxy is a llowe d as lon g as eac h of the fo llow ing terms are met:
   1. . T he member cas ting the vote by proxy must be o ff-statio n (e.g., TOY, lea ve) a nd una ble to attend the meeting . Votes by proxy will not be accepted for members who cannot attend due to sc hedu l ing co nflic ts .
2. Both the absentee voter and proxy must be active members.
3. The member serving as proxy must provide written validati on of their designatio n in the form of a signed memo or email c lea r ly ide ntify ing the absentee voter.
4. Voting on a ll o the r matters will be on a sim ple majo rity of ge ne ra l me mbe rs hip present at a ny one mee ting , provided a quo rum is ac hieved.
5. Vot ing by e-ma il is authorized for all ma tte rs, permitted two-thirds of general members vote and a

minimum 48-hour voting period is established.

*Section ./: Res ignation*

The Pres ide nt may request res ignation of an o ffice r at any time. An office r may also be vote d out o f office by a majo rit y vote at a Special or Genera l Me mbe rs hip mee tin g. In e it he r s itu atio n, t he o ffice r

conce rned must be no tified in writing of the pending action and given the opportunity to prese nt his/ her appeal before the Genera l Membership. Volunta ry resignatio n must be submitted in writin g to the

Pres ide nt at lea st 30 days prior to vacating the office.

*Section ./: Filling vacancies*

Should a vacancy occ ur in a ny o ffice prio r to the e nd o f its norma l te r m, the Vice Pres id e nt will

te mporar il y fill the vaca nt office until a spec ia l e lec tion can be he ld. An anno unce ment co nce rnin g the vaca ncy will be made during the regular monthly meeting. No mina tio ns will be accepted for the vacant position for two weeks follo win g the anno unce me nt. Nom inatio ns will be forwarded lo the Nominating Committee for co nsideratio n before being presented to the Gene ra l Membership. T he specia l e lec tio n will take place d ur ing the follow ing reg ula r ge neral mem bership mee tin g. T he ne wly elec ted office r will reta in the office until the next general e lec tio n.

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### ARTICLE IV GENERAL MEMBERSHIP

1. Will e lec t o ffi ce rs at the specified dates .
2. Will appr ove the Co nstitutio n, Byla ws a nd amendments.
3. Will meet on a month ly basis as agreed upon by the Executiv e Co unc il.
4. W he n poss ib le, attend Top-3 Scho lars h ip Fund/Outsta ndin g Performer Award presentations

### ARTICLE V STANDING COMMITTEES

Barksdale Top-3 will inc lude standing comm ittees whose Chairman and Vice Chairman will be appointed at the Pres ident ' s and/or Vic e Pres ident ' s disc re tion for a period with his/he r term of office. The

Preside nt may appoint spec ia l co m m it.te es to ca rry o ut the bus ine ss of the orga niza tio n. Committe e chairs

are encouraged to so lic it Project Leads from the ge neral membership for ind ivid ual e ve nts. T he d uties of ea c h co mm itte e are as follows:

*Ways and Means:*

1. Coordinate , manage, and organize fundraising efforts to support all Barksda le Top-3 programs. This incl udes Airsho w invo lvement when applicab le.
2. Coo rdinate & manage vo luntee rs to assist with the monthly AFSA bingo event.
3. Pass all funds received to the Top-3 Treasurer for deposit into association bank account.
4. Maintain a sched ules and lists of volunteers (Rank, Last name, First name) on the Barksda le Top-3 SharePoint ® site.
5. Maintain continuity of duties performed, points of contact, and all othe r pertinent informat io n on the

Barksdale Top-3 Share Point®.

*f* Attend 2 BW Right S tart briefi ngs to recruit new members.

1. Coordinate and manage sales of Top-3 merchandise.
2. Contact members who are close to becoming inactive and solic it them to remain active.

*Development:*

1. Coordinate deve lo pment opportun ities ta rgeted for the SNCO tier that are not offered throug h the Barksdale Total force Deve lopme nt Co unc il.
2. Coordinate gues t s peakers or an activ ity for each general me mbers hip meet ing unless o the rwise d irected by the Executive Counc il.
3. Develop a quarterly pla n of to pics to be presented along with names of the corresponding speakers/fociIitators.
4. Maintain a record of topic s presented, points of contact, and all other pertine nt informat io n on the Barksdale Top-3 Share Point® page.

*Recogn ition:*

1. Oversee the coordinati on and manage ment of the 2BW Quarterly Awards ceremonies, sc holarship program and Outstanding Performer awards. The intent of this co mmittee is not to directly lead a ll eve nts.
2. Bestow $ I 00 Sc ho la rships quarterly to (2) /\MN and ( I ) NCO (E-6 & below)
3. Bestow Outstanding Performer awards quarte rly to (2) AMN and (I) NCO (E-6 & belo w)
4. Solic it/assig n projec t leads and/or subco mm itte es as needed to:
   1. Orga nize 28 W Q uarterl y Awards ce remonies
   2. Solicit nominees for the Sc holars hip and Outstand ing Pe rforme r awards.
   3. Coordinate & organize nomination packages for the Scho larship and O utstandin g Performer

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awards.

* 1. Solicit board members (minim um of3) for the Sc hola rs hip and Outs tanding Performe r Awa rds. preferably from different units across Barksdale
  2. Coordinate ce rtifica te/ memorabilia presentations. For the Sc ho larship and Outsta nding Pe rforme r Awards this is norma lly the recip ie nt' s work cente r.

/ Mainta in a sc hedule & list of volunt ee rs (Rank. Last name. First name) on Barksda le To p-3 Sha rePoint®.

*g.* Maintain co ntinuity of d uties performed. points of contact, and all othe r pertinent information on the Barksda le To p-3 SharePoint® page.

*Communit y Outreach*

1. Identify and organize ways for the organizatio n to support and connect with the Barksdale commun ity outside of a duty-capacity.
2. Identify and organize ways for the organizationto support and connect with the local civilian community.
3. Provide support to the Ai rman's Attic and VA Horne liaisons.
4. Ma inta in a schedule & lis t of volunteers (Rank, Last name, First name) on Barksdale To p-3 SharePoint®.
5. Ma intain continuity of activities, points of contact, and all ot he r pertinent informatio n on the Barksdale Top-3 SharePo int®.

*Social*

1. Organize eve nts and opportunities for Barksdale SNCOs to build camaraderie, network and co nnec t on a persona l le vel.
2. Mainta in co ntinuity of act iv ities, points of contact, and all other pertine nt information on the Barksdale

Top-3 SharePoint® page.

## ARTICLE VI

**SPECIAL PROJECT COMMITTEES**

These com mi ttees will be composed of at least two volunteers from Barksdale Top-3 general membership. The Vice President will solicit general membership for volunteers by email or at mem bership meeting, the executive council will determine the member(s) best suited to fulfill the chairperson and co-chairperson roles.

*S MSgt and MSgt Releases:*

1. Coordinates and manages a ll facets assoc iate d with the SMSgt or MSgt re le ase events.
2. Coordinates with Firs t Se rgeants Counc il for a list of promotees.
3. Coord inates and manages volunteers (w/a lte rnates) required to facilitate the event.
4. O btains e mcees for each ce remony.
5. Maintai ns a lis t of volunt ee rs (Ra nk, Last name, First name) on Barksdale T o p-3 SharePoint®.

/ Ma intai ns co ntinu ity of duties performed, points of contact. and all other pertine nt information on Barksdale Top-3 Share Point® .

*SNCO Induction Cere,nony:*

1. Pla nning no rmal ly beg ins in April for the ce remony conducted in late Aug ust at an ag reed upon loca tio n.
2. Coordinates a nd manages all facets associate d with welco ming Barksda lc' s newest MSg ts into the SNCO corps.
3. Coordinate with Career Assistance Adv iso r for a list of attendees .
4. Establishes and manages le ads for approximately 5-10 s ub-com mittees (w/altem ates).
5. Mainta ins co ntinu ity of duties performed, list of volunt ee rs, points of contac t, and all other pertine nt informatio n on Barksdale T o p-3 Sharc Po int®.

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*Sa n ta s- in- Blue:*

Eve nts are no rmally he ld at the Bossier C iv ic Ce nte r & Hot Whee ls S kat ing Rink

1. Collaborates with o ther Profess io nal O rganizatio ns lo provide holida y party and/or gi fts lo local foste r children (Sept-Ja n).
2. Esta blishes and coordinates with points of contacts from all units on Barksda le AFB.
3. Passes all funds received to the Barksdale To p-3 treas urer for deposit into the associati on checking accou nt.
4. Keeps records of a ll mone tary transactio ns, gifts purcha sed/rece ived.
5. Ma inta ins a lis t o f volunteers (Rank, Last name, First name) on the Barksda le T o p- 3 S harePoint®.

/ Maintain s continuity of duties performed, points of contact, and all other pertine nt information on the Barksdale Top-3 SharePoint®

#### ARTICLE VII COMMlTTEE ADVISORS AND LIAISTONS

Ba rk sda le Top-3 wi ll inc lud e the follow ing committee adv iso rs/ lia iso ns whose Chairma n a nd Vice

C h a irman will be appointed at the Preside nt a nd/or Vice Pres ide nt.' s d isc re tio n for a perio d with his/he r te rm of office. The int e nt of the ad viso r pos itio n is to mentor and develo p the below associa t io ns,

ho wever, in no way wi ll a n adviso r be in charge, take control or place require me nts onto these

assoc iati ons. Advisors are appointed to grow the assoc ia tio n through a careful ba la nce tha t will most effective ly acco m pl is h their miss ion and goa ls . Lia iso ns must be highly motivated SNCOs with the a bil ity to lead and coo rd inat e vo lunteers in the support of their respective organizat io ns ' miss io n and goa ls.

*Sec tion 1: Commi l(ee Advisor and Liaison Duties/Responsibilities*

All committees wi ll accept and develo p pro posa ls (i.e., weigh pros/cons of Barksdale

Top-3 inv olve ment a nd inves tme nt) for ac tiv ities or pro jec ts in support of the purpo se and o bjectives of that commit1ee . Eac h committee lead/co-le ad mu s t pa rt ic ipa te in BAFB Top-3 fundrais ing events in order to rece ive fund ing/donatio ns from the Top-3.

Unless exempted by the President or Vice Pres ident , a ll adv iso rs/ liaiso ns are requi red to provide co mmitt ee updates and present proposals for revie w, d isc uss ion, and/or adoption to the Executive Co unc il via the Barksda le To p T hree Exec Co uncil org box (2B W.Barksdale Top 3Co unc il@ us.af. mil). Any advisor/l iaison who fails to prov ide proper guidance to their respective o rganiza tio ns or who fails to maintain co ntinu ity regarding their co mm itt ee w ill be reli nquished of their duties. Add itio na lly, if the Chairman or vice is unable to a tte nd the monthly meetings to brief the general mem be rship on committee status two times within one

quarter, they will b e asked to relinquish h is/he r pos iti on as committee Chairma n.

*Team 5/6 Advisor:*

1. Attend all Team 5/6 meetings and provide me ntors hip as reques ted and /or necessa ry.
2. Mentor the Tea m 5/6 Executive Co unc il regarding res ponsi bilitie s associated with ho ld ing o ffice .
3. Bring to the attention of the ge ne ral membership any concerns the counc il members or gene ral members may be having that Top-3 can assist with.
4. Maintain co ntinu ity of duties performed, list o f c urrent Team 5/6 Executive Co uncil members, and all other pertinen t informa tion on Barksda le T o p- 3 S ha rcPoint®.

*VA Hom e liaison:*

1. Coordinate, manage, and o rganize all activities with/for VA Home.
2. Visit the VA Ho me at lea st 8 times per year.
3. Solicit volunteers to assis t with activities.
4. Maintain a list of volunt eers ( Ra nk , Last na me, f-irst name) on Barksda le Top-3 Sha rePo int®.

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1. Maintain continui ty of duties performed. points of contact. and all ot her pertinent informatio n on Barksda le Top-3 Share Point®.

*Airman 's Allie li aison:*

1. Coordinate, manage, and organize all activities with/for Airman ' s Attic.
2. Ass ist the Ainnan' s attic at least 8 times per year.
3. Solicit vo lu nteers to assist with activities.

*cl.* Maintain a list of volun teers (Rank. Last name. f-irst name) on Barksdale Top -3 SharePoint®.

*e.* Maintain continuit y of duties performed, points of contact. and all o the r pertinent informatio n on Barksdale Top-3 SharePoint®.

*Airman Menlorship Program (AMP) Liaison:*

1. Attend all AMP meetings.
2. Ass ist the AMP committee with mentorship initiat ives.

ARTICLE VIIl

## WAIVER

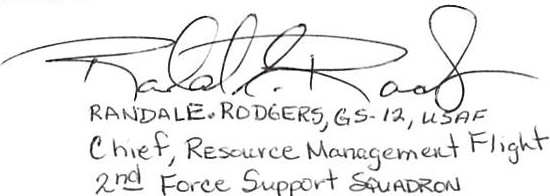
The President will request the 2d Bomb Wing Commander waive the liab ility insurance requirement in accordance with AF I 3 4-223.

1. Approva l: If the request is granted as the general coverage, the President will notif y the 2 BW Commander of planned socia l events and obtain spec ial events coverage as req uired.
2. **Denial:** If the request is de nied, liability cove rage against personal injury and property damage, with a coverage a limit specified by the 2 BW Commander naming the U.S. Air Force as an additional insured sha ll be obtained and kept in force until Barksdale Top-3 is dissolved.

The Barksdale Top-3 adopted these byla ws on the 30th day of July 2020. It has been reviewed and determined to be compliant IA W with the private organizat io n guidelines as defined in AF! 34-223.

## BARKSDALE TOP-3 2020 BUDGET EXECUTION PLAN

See Attachment.

I certify that the attached constitut ion has been approved by the general membership as indicated in Article VI11 section I.

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President, Barksdale Top- 3