

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

## **BARKSDALE TOP THREE ASSOCIATION CONSTITUTION**

### **ARTICLE I NAME AND PURPOSE**

#### *Section 1: Name*

The name of this organization has been established and henceforth shall be known as the Barksdale Top Three (Top 3) Association, pursuant to the provisions of AFI 34-223, "*Private Organization Program*."

#### *Section 2: Purpose*

The purpose of the Barksdale Top 3 is to promote unity and esprit de corps among the senior noncommissioned officers assigned to Barksdale AFB, to include all directorates and tenant units (*i.e.* HQ/AFGSC, 8 AF, AETC, etc.). Its aim is to foster camaraderie and function as a communication channel between junior enlisted members and senior leadership. The Top 3 is an advisory source for military members who desire to hone their leadership, management and problem resolution skills. The Top 3 also supports community activities and base resources such as the Airman's Attic.

#### *Section 3: Mission Statement*

We endeavor to build a leadership organization that delivers outreach, mentorship, and support rooted in professionalism and pride.

#### *Section 4: Vision*

Forging community, camaraderie, and culture to become the premier leadership network serving Barksdale Air Force Base.

### **ARTICLE II GENERAL PROVISIONS**

#### *Section 1: Authority*

The authority for the creation of this private organization is AFI 34-223, "*Private Organization Program*." All references within this constitution and bylaws are derived from that instruction. The organization will operate on Barksdale AFB only with the written permission of the installation commander or designee. Operation is contingent on compliance with requirements and conditions of all applicable Air Force instructions and directives. The organization is not a Non-Appropriated Fund Instrumentality (NAFI), nor is it entitled to the privileges and immunities of the US Federal Government.

#### *Section 2: Classification*

The organization is classified as an official private organization (PO).

#### *Section 3: Liability*

If debt accrues under the organization's name and the organization may determine the members (or committee) are liable to creditors for the debt. Each member (or committee chairperson) will be informed of their personal liability in the event Barksdale Top 3 does not have adequate funds to discharge its obligations.

### **ARTICLE III SPECIFIC LIMITATIONS**

- a. This association will conduct no program, which will prejudice or discredit the interest of the United States Air Force or other agencies of the Federal Government.

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- b. This association will not conduct business in the name of any United States Air Force installation or organization.
- c. Neither the Air Force nor any of its non-appropriated funds will claim the association's assets or funds, except as may arise out of contractual relationships.
- d. The association will not engage in any program that conflicts or competes with non-appropriated funds (NAF) activities.
- e. This constitution cannot be amended to omit a statement of the nature and purposes of this association or to omit provisions for disposing of residual assets and liabilities should the association dissolve.
- f. This association will not discriminate against any one on the basis of age, race, color, sex (including sexual harassment), national origin, religion, disability, or sexual orientation.
- g. Upon the 2d Bomb Wing Commander's request, this association will initiate audits of its financial status IAW AFI 34-223. All association financial books and records will be made available upon audits. Audits will not be conducted more than once each year, unless special circumstances require.
- h. This organization will not make financial commitments exceeding its cash assets. Coordination with the treasurer is required before making any financial obligations.
- i. The membership is liable under the laws of the state of Louisiana for organizational debts in the event the organizations assets are insufficient to discharge liabilities.

## **ARTICLE IV EXECUTIVE COUNCIL**

### *Section 1: Officers*

This executive council will consist of the President, Vice President, Secretary, Treasurer, and Sergeant-At-Arms. Each position will be elected by the General Membership as specified in the Constitution and Bylaws to administer the affairs of the Barksdale Top 3. The 2 BW Command Chief Master Sergeant or an appointed designee from the Barksdale Chiefs Group will act as an advisor to the council.

### *Section 2: Elections*

Elections will be held during the month of April, with the new executive council assuming their roles on 1 April. All members of the organization may vote in elections. Election requirements are detailed in the organizational Bylaws.

Officers shall not be elected to the same Executive Council Position for more than two consecutive terms. An appointed position will not be considered an elected position in regards to term limitations.

## **ARTICLE V MEMBERSHIP**

### *Section 1: Membership*

Membership in this organization shall be open to all persons serving in, or selected for, the grades E-7 to E-9 assigned to Barksdale AFB. Any discrimination based on age, race, color, sex (including sexual harassment), national origin, religion, disability, or sexual orientation is prohibited.

Membership in Barksdale Top 3 is voluntary. Types of membership are:

- a. **ACTIVE:** An active member is defined as a member who is current on their annual dues. An active member maintains active member status when they deploy. Deployed members are exempt from paying annual dues until their return to home station. Upon return from deployment, members will pay their dues at the next earliest meeting. The roster will be maintained and updated by the Ways and Means committee, with membership adjustments made each month.

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

b. GENERAL: Current on dues.

c. TRUSTEE: Top 3 officers will serve a two-month term following their term in office, as a trustee. Trustees will act as advisors to the newly elected Executive Council.

### *Section 2: Termination of Membership*

Termination of membership is automatic upon resignation, separation or demotion to E-6 or below, PCS, or consecutive 12-month lapse of payment in dues.

### *Section 3: Hazing and Harassment*

Hazing or harassment as part of initiation rites or for any other reason is prohibited.

## **ARTICLE VI METHODS OF FINANCING**

### *Section 1: Methods of Financing*

Revenues to support this private organization's activities will be derived from voluntary dues of twenty-four dollars per year, donations and fund raising events.

### *Section 2: Income*

In accordance with the provisions of AFI 34-223, "Professional Organization Program," POs must provide an annual financial statement to the Force Support Resource Manager/Resource Manager Flight Chief, no later than 20 days following the end of the PO's fiscal year if the gross annual revenues are less than \$100,000, but more than \$5,000. If gross annual revenues are \$100,000 or more, but less than \$250,000 the PO must have an annual, financial review performed by an accountant, paid with PO funds. If gross annual revenues are \$250,000 or more, the PO must have an audit performed by a Certified Public Accountant (CPA), paid with PO funds. The results of any financial review or audit must be submitted to the Resource Management Flight Chief.

## **ARTICLE VII ACTIVITIES**

### *Section 1: Fundraising*

The Barksdale Top 3 will conduct fundraising activities only to achieve the purpose for which it is established. All on-base fundraising activities will be coordinated with the 2d Force Support Squadron and approved by the 2d Force Support Squadron Private Organization Program Manager. The Barksdale Top 3 will not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services or Force Support Squadron Non-appropriated Fund Instrumentalities on Barksdale AFB. Plans for fund campaigns shall be undertaken only after approval of the Executive Council and ratification by the general membership.

### *Section 2: Games of Chance, Lotteries, etc.*

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

### *Section 3: Alcohol*

The Barksdale Top 3 is strictly prohibited from selling or serving alcoholic beverages on Air Force installations.

## **ARTICLE VII MEETING/QUOROMS**

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

### *Section 1: Meetings*

Meetings will be held at 1500 hours on the first Friday of every month. In the event the meeting time, date or location changes, the Council shall notify the membership at the earliest opportunity. A special or emergency meeting shall be called at the discretion of the Executive Council.

### *Section 2: Quorums*

A quorum will consist of two executive council officers and 10 active members. A quorum is necessary to conduct any business.

## **ARTICLE VIII ADOPTION AND AMMENDMENTS**

### *Section 1: Adoption*

Barksdale Top 3 Secretary will make all proposed amendments to the Constitution/Bylaws in writing to the Barksdale Top 3 President. 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-thirds of the membership present. The amendment(s) will only become effective after receipt of written approval from the 2d Force Support Squadron Private Organization Program Manager.

## **ARTICLE IX DISSOLUTION**

### *Section 1: Dissolution*

In case of Dissolution, funds remaining in treasury after satisfaction of any outstanding debts, liabilities, and/or obligations may be redistributed within the command or used to support a charity that reflects favorably on the PO and the Air Force as determined by the members. Notify the Force Support Squadron Commander/Director of the intent to dissolve the PO and prepare a time-phased action plan to do so.

### *Section 2: Procedures*

In the event of dissolution, the Barksdale Top 3 Executive Council shall be responsible for a complete financial accounting of assets, liabilities, and the disposition of residual assets. A final financial report will be sent to the Resource Management Flight Chief for review and filing.

## **BARKSDALE TOP 3 BYLAWS**

The following Bylaws are set forth for the normal operation and administration of Barksdale Top 3 association and will, along with the Constitution, be the guiding documents for Barksdale Top 3 officers and members.

## **ARTICLE I EXECUTIVE COUNCIL**

### *Section 1: Executive Council*

Will be responsible for the organization, operation and direction of the Barksdale Top 3. It will conduct all routine affairs subject to limitation imposed in the Bylaws or by the General Membership as recorded in the minutes. It shall have the following authority/responsibilities:

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- a. Upon election, develop annual budget to include all Top 3 recurring expenses, programs, and activities.
- b. Ensure compliance with the Constitution and Bylaws.
- c. Will review all proposed constitutional changes and bring them before the General Membership for vote.
- d. Will review the Constitution and Bylaws annually or as needed.
- e. Will have a scheduled monthly meeting and others as required.
- f. Authorize expenditures for activities that directly benefit the Barksdale Top 3 or enlisted members of Barksdale AFB not to exceed \$250 for any transaction. Expenditures in excess of this amount must be authorized by General Membership.
- g. Determine annual programs and activities of the Barksdale Top 3. This includes coordination with other agencies on behalf of the Barksdale Top 3 as well as verifying committee sub-committee, and advisory positions are valid and current.

## **ARTICLE II DUTIES OF OFFICERS**

### *Section 1: President*

- a. Responsible for governing the Top 3 according to its Constitution and Bylaws.
- b. Provides an agenda for each Barksdale Top 3 meeting, and acts as a facilitator to ensure meetings proceed in a timely manner in accordance with said agenda.
- c. Chairs all Barksdale Top 3 meetings, maintaining order and discipline.
- d. Appoints special committees as necessary.
- e. Signs all minutes of the Barksdale Top 3.
- f. Authorized 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 whichever is less.
- g. Briefs the 2BW Command Chief Master Sergeant of all Barksdale Top 3 business on a monthly basis
- h. Assumes the duties of the Vice President, Secretary, Treasurer, and Sergeant-At-Arms when necessary.
- i. Notifies 2 FSS/CC in writing of any intent to dissolve the Barksdale Top 3. The intent letter will include a time-phased action plan IAW AFI 34-223 paragraph 12.3.
- j. Votes only when a tiebreaker is required.
- k. Carries out all other actions necessary to ensure responsible functioning of the Barksdale Top 3.
- l. Attends all Airmen Leadership School Graduation ceremonies to present the ALS academic award trophy from the Top 3 Organization. At the discretion of the president, this requirement may be shared across the Executive Committee members.
- m. Maintains the Barksdale Top 3 distribution list and org box
- n. May sign checks.

### *Section 2: Vice President*

- a. Accepts all responsibilities of the President in their official absence.
- b. Ensures the accounts of Barksdale Top 3 are audited prior to turn over to the next incoming Treasurer.
- c. May sign checks.
- d. Assumes the duties of the President, Secretary, Treasurer, and Sergeant-At-Arms when necessary.
- e. Supports and responds to the decisions and leadership of the President.
- f. Attends the Special Projects Committee.
- g. Solicits and vets Committee Chairman and Co-Chairmen positions.



-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- h. Monitors/ensures progress of all committees, and provides end of month updates to the secretary.
- i. Maintains the Barksdale Top 3 distribution list and org box.

### *Section 3: Secretary*

- a. Accepts all the responsibilities of the Vice President in their official absence.
- b. Record and prepare minutes of each Barksdale Top 3 General Membership and Executive Council meeting to the President for signature.
- c. Distributes the minutes to the Command Chief, Appointed Chiefs Group Advisor, and General Membership.
- d. Acts as a focal point for the constitution of Barksdale Top 3 and makes changes after they are approved by the executive council.
- e. Maintains a correspondence file.
- f. Assumes the duties of the President, Vice President, and Sergeant-At-Arms when necessary.
- g. Maintains the Barksdale Top 3 Facebook page.
- h. Maintains the Barksdale Top 3 Website® to include maintaining continuity of duties performed & points of contact.
- i. Maintains the Barksdale Top 3 distribution list and org box.
- j. May sign checks.

### *Section 4: Treasurer*

- a. Receives and disburses funds belonging to Barksdale Top 3 as directed by the General Membership.
- b. Custodian for all Barksdale Top 3 funds and real property.
- c. Maintains all authenticated receipts for funds transactions.
- d. Provides a current financial balance and summary of recent transactions in meeting minutes.
- e. May sign checks.
- f. Maintains active membership on the Ways and Means Committee, and assists in establishing an annual budget.
- g. Assumes the duties of the President, Vice President, Secretary, and Sergeant-At-Arms when necessary.
- h. Maintains the Barksdale Top 3 distribution list and org box.

### *Section 5: Sergeant-At-Arms (SOA)*

- a. Calls all executive and general membership meetings to order, and keeps meeting discussions from stagnating.
- b. Validates all members' right to vote in the general election.
- c. May sign checks.
- d. Handles preparation for Barksdale Top 3 general membership meetings.
- e. Maintains the membership roster.
- f. Maintains Barksdale Top 3 distribution list and org box.

## **ARTICLE III ELECTIONS**

### *Section 1: Nominations*

- a. SOA will solicit prospective candidates from the **active** membership who are in good standing.

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- b. Members who meet the definition of *active*, according to the Top 3 Constitution, can be slated as a nominee. In addition, members nominating someone should consider areas such as meeting attendance, level of involvement, professional temperament, etc. before making a nomination. Any member of SOA may be nominated by other members.
- c. SOA will verify if nominees are active members. Once membership status and willingness are confirmed, the candidates will be published to the membership at the regular meeting in November/February.
- d. Publication will include a "Smart Card" with a nominee's name, rank, professional background summary and intent if elected. At the regular meeting in December/March, SOA will present a slate of nominees to the membership consisting of at least two valid candidates for each position.
- e. Nominations will not be accepted at the election meeting in December/March. Potential candidates must be verified either by SOA or executive committee of their desire to become a Barksdale Top 3 officer.
- f. Nominees are not required to be present at the election meeting.
- g. Voting will be administered by ballot and conducted by an appointed Sergeant-At-Arms, who is not running for office. Ballots will be counted and verified by the Sergeant-At-Arms and the Vice President, with the assistance of SOA.
- h. Vice President, Secretary and Sergeant-At-Arms Elects will assume their respective duties on 1 January of the incoming year; transition is to be conducted during December. The President and Treasurer assume their roles on 1 April; transition is conducted during March.

#### *Section 2: Voting*

- a. Annual election for Vice President, Secretary and Sergeant-At-Arms will be held each year at the regular monthly meeting in December; President and Treasurer will be held in March.
- b. Voting will be by a majority vote of general members.
- c. For the purpose of elections, active members must be current.
- d. The President will cast the deciding vote if the General Membership is split.
- e. Voting on all other matters will be on a simple majority of general membership present at any one meeting, provided a quorum is achieved.
- f. Voting by e-mail is authorized for all matters.

#### *Section 3: Resignation*

The President may request resignation of an officer at any time. An officer may also be voted out of office by a majority vote at a Special or General Membership meeting. In either situation, the officer concerned must be notified in writing of the pending action and given the opportunity to present his/her appeal before the General Membership. Voluntary resignation must be submitted in writing to the President at least 30 days prior to vacating the office.

#### *Section 4: Filling vacancies*

Should a vacancy occur in any office prior to the end of its normal term, the Vice President will temporarily fill the vacant office until a special election can be held. An announcement concerning the vacancy will be made during the regular monthly meeting. Nominations will be accepted for the vacant position for two weeks following the announcement. Nominations will be forwarded to SOA for consideration before being presented to the General Membership. The special election will take place during the following regular general membership meeting. The newly elected officer will retain the office until the next general election for that office.

### **ARTICLE IV GENERAL MEMBERSHIP**

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- a. Will elect officers at the specified dates.
- b. Will approve the Constitution, Bylaws and amendments.
- c. Will meet on a monthly basis as agreed upon by the Executive Council.
- d. When possible, attend Top 3 Scholarship Fund/Outstanding Performer Award presentations

## **ARTICLE V STANDING COMMITTEES**

Barksdale Top 3 will include standing committees whose Chairman and Vice Chairman will be appointed at the President's and/or Vice President's discretion for a period with his/her term of office. The President may appoint special committees to carry out the business of the organization. Committee chairs are encouraged to solicit Project Leads from the general membership for individual events. The duties of each committee are as follows:

### *Ways and Means:*

- a. Coordinate, manage, and organize fundraising efforts to support all Barksdale Top 3 programs. This includes Airshow involvement when applicable.
- b. Coordinate & manage volunteers to assist with the monthly AFSA bingo event.
- c. Pass all funds received to the Top 3 Treasurer for deposit into association bank account.
- d. Maintain a schedules and lists of volunteers (Rank, Last name, First name) on the Barksdale Top 3 Website® site.
- e. Maintain continuity of duties performed, points of contact, and all other pertinent information on the Barksdale Top 3 Website®.
- f. Attend 2 BW Right Start briefings to recruit new members.
- g. Coordinate and manage sales of Top 3 merchandise.
- h. Contact members who are close to becoming inactive and solicit them to remain active.

### *Development:*

- a. Coordinate development opportunities targeted for the SNCO tier that are not offered through the Barksdale Force Development Council.
- b. Coordinate guest speakers or an activity for each general membership meeting unless otherwise directed by the Executive Council.
- c. Develop a quarterly plan of topics to be presented along with names of the corresponding speakers/facilitators.
- d. Maintain a record of topics presented, points of contact, and all other pertinent information on the Barksdale Top 3 Website® page.

### *Recognition:*

- a. Oversee the coordination and management of the 2BW Quarterly Awards ceremonies, scholarship program and Outstanding Performer awards. The intent of this committee is not to directly lead all events.
- b. Bestow \$100 Scholarships quarterly to (2) AMN and (1) NCO (E-6 & below)
- c. Bestow Outstanding Performer awards quarterly to (2) AMN and (1) NCO (E-6 & below)
- d. Solicit/assign project leads and/or subcommittees as needed to:
  - a. Organize 2BW Quarterly Awards ceremonies
  - b. Solicit nominees for the Scholarship and Outstanding Performer awards.
  - c. Coordinate & organize nomination packages for the Scholarship and Outstanding Performer awards.
  - d. Solicit board members (minimum of 3) for the Scholarship and Outstanding Performer Awards, preferably from different units across Barksdale



-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- e. Coordinate certificate/memorabilia presentations. For the Scholarship and Outstanding Performer Awards this is normally the recipient's work center.
- f. Maintain a schedule & list of volunteers (Rank, Last name, First name) on Barksdale Top 3 Website®.
- g. Maintain continuity of duties performed, points of contact, and all other pertinent information on the Barksdale Top 3 Website® page.

#### *Community Outreach*

- a. Identify and organize ways for the organization to support and connect with the Barksdale community outside of a duty-capacity.
- b. Identify and organize ways for the organization to support and connect with the local civilian community.
- c. Maintain a schedule & list of volunteers (Rank, Last name, First name) on Barksdale Top 3 Website®.
- d. Maintain continuity of activities, points of contact, and all other pertinent information on the Barksdale Top 3 Website®.

#### *Social*

- a. Organize events and opportunities for Barksdale SNCOs to build camaraderie, network and connect on a personal level.
- b. Maintain continuity of activities, points of contact, and all other pertinent information on the Barksdale Top 3 Website® page.

### **ARTICLE VI SPECIAL PROJECT COMMITTEES**

These committees 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 membership meeting, the executive council will determine the member(s) best suited to fulfill the chairperson and co-chairperson roles.

#### *SMSgt and MSgt Releases:*

- a. Coordinates and manages all facets associated with the SMSgt or MSgt release events.
- b. Coordinates with First Sergeants Council for a list of promotees.
- c. Coordinates and manages volunteers (w/alternates) required to facilitate the event.
- d. Obtains emcees for each ceremony.
- e. Maintains a list of volunteers (Rank, Last name, First name) on Barksdale Top 3 Website®.
- f. Maintains continuity of duties performed, points of contact, and all other pertinent information on Barksdale Top 3 Website®.
- g. Provide itemized breakdown of budget to council (Treasurer).
- h. Advertise event(s) in advanced to confirm base and promotees attendance.

#### *SNCO Induction Ceremony:*

- a. Planning normally begins in April for the ceremony conducted in late August at an agreed upon location.
- b. Coordinates and manages all facets associated with welcoming Barksdale's newest MSgts into the SNCO corps.
- c. Coordinate with Career Assistance Advisor for a list of attendees.
- d. Establishes and manages leads for approximately 5-10 sub-committees (w/alternates).
- e. Maintains continuity of duties performed, list of volunteers, points of contact, and all other pertinent information on Barksdale Top 3 Website®.

#### *Santas-in-Blue:*

Events are normally held at the Bossier Civic Center & Hot Wheels Skating Rink

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

- a. Collaborates with other Professional Organizations to provide holiday party and/or gifts to local foster children (Sept-Jan).
- b. Establishes and coordinates with points of contacts from all units on Barksdale AFB.
- c. Passes all funds received to the Barksdale Top 3 treasurer for deposit into the association checking account.
- d. Keeps records of all monetary transactions, gifts purchased/received.
- e. Maintains a list of volunteers (Rank, Last name, First name) on the Barksdale Top 3 Website®.
- f. Maintains continuity of duties performed, points of contact, and all other pertinent information on the Barksdale Top 3 Website®

## **ARTICLE VII COMMITTEE ADVISORS AND LIAISONS**

Barksdale Top 3 will include the following committee advisors/liaisons whose Chairman and Vice Chairman will be appointed at the President and/or Vice President's discretion for a period with his/her term of office. The intent of the advisor position is to mentor and develop the below associations, however, in no way will an advisor be in charge, take control or place requirements onto these associations. Advisors are appointed to grow the association through a careful balance that will most effectively accomplish their mission and goals. Liaisons must be highly motivated SNCOs with the ability to lead and coordinate volunteers in the support of their respective organizations' mission and goals.

### *Section 1: Committee Advisor and Liaison Duties/Responsibilities*

All committees will accept and develop proposals (i.e., weigh pros/cons of Barksdale Top 3 involvement and investment) for activities or projects in support of the purpose and objectives of that committee. Each committee lead/co-lead must participate in BAFB Top 3 fundraising events in order to receive funding/donations from the Top 3.

Unless exempted by the President or Vice President, all advisors/liaisons are required to provide committee updates and present proposals for review, discussion, and/or adoption to the Executive Council via the Barksdale Top Three Exec Council org box ([2BW.Barksdale\\_Top3Council@us.af.mil](mailto:2BW.Barksdale_Top3Council@us.af.mil)). Any advisor/liaison who fails to provide proper guidance to their respective organizations or who fails to maintain continuity regarding their committee will be relinquished of their duties. Additionally, if the Chairman or vice is unable to attend the monthly meetings to brief the general membership on committee status two times within one quarter, they will be asked to relinquish his/her position as committee Chairman.

### *Team 5/6 Advisor:*

- a. Attend all Team 5/6 meetings and provide mentorship as requested and/or necessary.
- b. Mentor the Team 5/6 Executive Council regarding responsibilities associated with holding office.
- c. Bring to the attention of the general membership any concerns the council members or general members may be having that Top 3 can assist with.
- d. Maintain continuity of duties performed, list of current Team 5/6 Executive Council members, and all other pertinent information on Barksdale Top 3 Website®.

### *VA Home Liaison:*

- a. Coordinate, manage, and organize all activities with/for VA Home.
- b. Visit the VA Home at least 8 times per year.
- c. Solicit volunteers to assist with activities.
- d. Maintain a list of volunteers (Rank, Last name, First name) on Barksdale Top 3 Website®.
- e. Maintain continuity of duties performed, points of contact, and all other pertinent information on Barksdale Top 3 Website®.

-- This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status. --

*Airman's Attic Liaison:*

- a. Coordinate, manage, and organize all activities with/for Airman's Attic.
- b. Assist the Airman's attic at least 8 times per year.
- c. Solicit volunteers to assist with activities.
- d. Maintain a list of volunteers (Rank, Last name, First name) on Barksdale Top 3 Website®.
- e. Maintain continuity of duties performed, points of contact, and all other pertinent information on Barksdale Top 3 Website®.

*Airman Mentorship Program (AMP) Liaison:*

- a. Attend all AMP meetings.
- b. Assist the AMP committee with mentorship initiatives.

**ARTICLE VIII  
WAIVER**

The President will request the 2d Bomb Wing Commander waive the liability insurance requirement in accordance with AFI 34-223.

- a. **Approval:** If the request is granted as the general coverage, the President will notify the 2 BW Commander of planned social events and obtain special events coverage as required.
- b. **Denial:** If the request is denied, liability coverage 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 shall be obtained and kept in force until Barksdale Top 3 is dissolved.

The Barksdale Top 3 adopted these bylaws on the 30th day of July 2021. It has been reviewed and determined to be compliant IAW with the private organization guidelines as defined in AFI 34-223.

**BARKSDALE TOP 3 FY2021 –FY2022 BUDGET EXECUTION PLAN**

See Attachment.

I certify that the attached constitution has been approved by the general membership as indicated in Article VIII section 1.

\_\_\_\_\_  
NAME  
Chief, Resource Management Flight  
2<sup>nd</sup> Force Support Squadron

\_\_\_\_\_  
MARCELO C. SIERRA  
President, Barksdale Top 3  
Barksdale AFB