# CONSTITUTION AND BY-LAWS

*of the Airmen Committed to Excellence*

# ARTICLE I: NAME AND AUTHORITY

**Section 1 – Name**

The name of this organization shall be Incirlik Airmen Committed to Excellence, hereafter referred to as “*ACE*.”

# Section 2 – General Provisions

Authority for the creation of this type-3 private organization is AFI 34-223 Private Organization Program. The organization shall operate on Incirlik Air Base only with the written permission of the Installation Commander or his/her designee. The organization is not a non- appropriated fund instrumentally, nor is it entitled to the privileges and immunities of the Federal Government. All members of this Private Organization must be aware that they cannot do any act that could be interpreted as representing or holding itself out as part of the U.S. Government.

# ARTICLE II: PURPOSE AND OBJECTIVES

*ACE* is a professional organization dedicated to promoting the growth and development of future enlisted leaders through personal initiative, creative vision and enthusiasm. It is our primary focus to develop young Airman through a mastermind alliance with base and community leaders. Members are committed to volunteerism, self-discipline and positive mental attitude. The primary objective of *ACE* is to produce first-class Airman educated in the fundamentals of leadership, who are devoted to the enhancement of the enlisted corps. Our principal goals are to:

1. Make available to the assembly the knowledge, experience and leadership abilities of the Incirlik Air Base community.
2. Advise leaders on matters pertaining to the welfare and recognition of all Incirlik Air Base Airmen.
3. Promote and support professional military education programs.
4. Exchange ideas and keep abreast of changing attitudes and advances in leadership and management.
5. Introduce newly assigned personnel to *ACE* membership and introduce them to its objectives and goals.
6. Recognize and reward the contributions, achievements, and initiative of outstanding performers and individuals who work to better the quality of life for military members and their families.
7. Provide meeting attendees with proper recognition for ideas and events.
8. Promote organizational, base and community relations.

# ARTICLE III: OFFICERS AND GOVERNING BODY

The governing body of the Airmen Committed to Excellence shall consist of the following elected positions:

## Section 1 – President

The President will be in charge of maintaining all meetings and ensuring that they will be run effectively and smoothly. The President will perform all the following duties/responsibilities:

* + Attends all meetings and briefings unless otherwise communicated and distributed to other *ACE* officers.
	+ Remains aware of the status as well as actively participates/supports all

*ACE* committees.

* + Ensures the By-laws and Constitution is maintained and is consistent with all applicable Air Force Standards.
	+ Always be available and provide guidance to the Airmen of Incirlik
	+ Makes sure all events are well communicated & coordinated to help ensure success.
	+ Plans/Hosts one executive meeting a month.
	+ Appoints a POC for all committees and special committees.
	+ Meets with Treasurer to ensure funds are being used appropriately.
	+ Co-signs all checks signed by Treasurer.
	+ Signs all meeting minutes unless coordinated with the Vice President for signature.
	+ Always maintains a positive attitude and reputation in the Incirlik community.
	+ Ensures there is an *ACE* continuity book and each position has information for the continuity book.
	+ Attends all Newcomer’s briefings and if unavailable to attend, ensures the Vice President is able to attend *ACE.*

## Section 2 – Vice President

The Vice President shall assist the President and act in place of the President when the President either delegates his/her authority to the Vice President or the President is unable to function as the President. The Vice President will have the following duties and responsibilities:

* Always be available and provide guidance to the Airmen of Incirlik.
* Remains aware of the status of, as well as, actively participate/support all

*ACE* committees.

* Attends all meetings and functions.
* Supervises and manages the membership and quarterly awards.
* Serves as the organization Historian in collecting and archiving photos, documents, etc., pertaining to organization members and activities; archive all photos in disk and webpage.
* Co-signs all checks signed by Treasurer.
* Assists treasurer to ensure liabilities do not exceed income.
* Assumes duties of absent (leave/TDY) council President.
* Advises the President when attendance at a membership meeting is not possible.
* Always maintains a positive attitude and reputation in the Incirlik community.
* Assists the President at meetings ensuring that all topics are discussed.
* Helps supervise and manage the organization ensuring all function and meeting planning requirements are met.

## Section 3 – Treasurer

The Treasurer shall assist the President and/or the Vice President in matters pertaining to the Treasury and shall have the following duties and responsibilities:

* Reports the status of the treasury to the *ACE* executive council and *ACE*

membership meetings.

* Keeps an accurate, up to date ledger by recording all financial transactions for overall budget and each event.
* Completes all necessary financial paperwork.
* Pays all *ACE* bills on time.
* Budgets for all *ACE* events.
* Signs checks and will be co-signed by Vice President.
* Provides the quarterly financial statement to the 39th Force Support Squadron PO monitor.
* Always maintains a positive attitude and reputation in the Incirlik community.
* Ensures there is information pertaining to this position in the *ACE* continuity binder.

## Section 4 – Secretary

The Secretary shall have the following duties and responsibilities:

* Records and maintains a file of all meeting minutes of the general membership
* Maintains all written records of the organization and ensures they are saved and archived on the public drive
* Will fill out a *ACE* Council Meeting Agenda prior to the general meeting and the executive meeting providing the Treasurer’s reports, upcoming happenings, new topics and information on the next *ACE* meeting.
* Meeting Minutes: The Secretary will prepare written minutes within 5 duty days of regular and special meetings of the general membership and the *ACE* executive meeting.
* Such minutes will be retained and the records maintained by the Secretary for a period of at least 3 years.
* Submits all official documents for events and funding requests.
* Always maintains a positive attitude and reputation in the Incirlik community.
* Ensures there is information pertaining to this and all positions for the *ACE*

continuity book.

## Section 5 – Sergeant-At-Arms

The Sergeant-At-Arms shall have the following duties and responsibilities:

* Attends all meetings and briefings unless otherwise communicated and distributed to other *ACE* officers.
* Sergeant-At-Arms must be a SrA due to military experience.
* Will maintain a log of recommended meeting improvements.
* Will assist the Secretary with filling out the *ACE* Council Meeting Agendas to make sure that it is filled out correctly and there are no corrections needed.
* Helps maintain an orderly, dignified, and effective meeting.
* Assumes duties of absent (leave/TDY) council Chairman if needed.
* Always maintains a positive attitude and reputation in the Incirlik community.
* Ensures there is information pertaining to this position for the *ACE* continuity.

## Section 6 – Events Coordinator

The Events Coordinator shall have the following duties and responsibilities:

* Ensures that all meeting and briefings are announced as needed, but no less than once per month via authorized online means.
* Coordinates with the President to determine needed products for upcoming events; President will have final approval.
* Coordinates with the Treasurer to ensure there is enough funding for needed products for upcoming events Attends all Special Events meetings created by FSS and reports all the happenings to the *ACE* council in the upcoming executive meeting.

# ARTICLE IV: MEMBERSHIP

**SECTION 1 – QUALIFICATIONS:** Membership in *ACE* is voluntary and open to all active duty, Department of Defense personnel and their dependents, without regard to race, creed, religion, ethnic origin, or sex.

**SECTION 2 – TYPES OF MEMBERSHIP:** Membership in this association will be voluntary and consists of two classes: Active and Associate. For purposes of this article, any child receiving support from and residing in the household of the sponsor shall be considered a bona-fide family member.

1. Active: Active membership will be defined as dues paid (a one-time payment of $15.00), regular attendance at meetings, and regular participation in *ACE* activities (i.e. fundraisers, special functions, etc.). The privilege of active membership will be extended to all active duty, reserve, and guard personnel of the United States Armed Forces assigned or attached to Incirlik AB or its community. Active members will be eligible to hold office, vote on any and all matters, and entitled to the full use of all services and privileges offered by *ACE*.
2. Associate: Associate membership will be defined as dues are not required, attend meetings, and participate in *ACE* activities. Associate membership is extended to all active duty, reserve, and retired military personnel on Incirlik AB. An associate member will not have voting privileges and will not be able to hold an officer or chair a committee. Associate members will be eligible to serve on any committee.

**SECTION 3 - FEES AND DUES:** Active Members of “*ACE*” will pay a one- time fee/due of $15.00 to join. Those who pay in full will receive an *ACE* T-shirt and a discount on *ACE* sponsored events requiring payment from the member.

# ARTICLE V: FINANCING

## SECTION 1 – RESPONSIBILITY:

1. The *ACE* shall be responsible for asset accountability, liability satisfaction, and responsible financial management, and will provide proof of concurrence to 39 FSS/FSR upon being elected into the council.
2. The Treasurer shall be responsible for managing the funds of *ACE*.
3. The *ACE* will be self-sustaining.

**SECTION 2 – FINACIAL STATEMENTS:** The Treasurer will maintain a quarterly financial statement and present it for review at every quarterly meeting. The Treasurer will also provide the quarterly financial statement to the 39th Force Support Squadron PO monitor.

**SECTION 3 – AUDIT REQUIREMENTS:** The account of the *ACE* will be audited prior to the installation of a new Treasurer or when the membership deems necessary by a simple majority of the vote. A disinterested party of two individuals will perform the audit. If the gross annual revenue is $5,000 or more, an annual financial statement will be submitted to the 39th Force Support Squadron PO monitor. If the gross annual revenue is more than $100,000, but less than $250,000, an annual review by a public accountant is required.

**SECTION 4 – PROPRIETARY RIGHTS:** Members of the *ACE* do not have proprietary rights in organization funds. Assets and income will also not accrue to individual members except through wages and salaries for employees or other payment for services rendered.

**SECTION 5 – SIGNING CHECKS:** All checks will be cosigned by the Treasurer, Vice President and/or President.

**SECTION 6 – SOURCES OF INCOME:** *ACE*’s income will primarily come from fundraising activities; however, donations from other private organizations will be accepted. *ACE* will keep track of all donations and/or other sources of income in their Treasury Reports.

# ARTICLE VI: INSURANCE COVERAGE

The *ACE* shall, commensurate with the risk involved, secure and maintain adequate insurance for protection against bodily injury and property damage claims or other legal actions that may arise as a result of activities of the organization. The *ACE* will submit a liability insurance waiver request to the installation commander. The coverage obtained shall be at least the minimum recommended.

# ARTICLE VII: ACTIVITES

The *ACE* shall engage in the following organizational activities: Membership drives, and other activities as decided by the membership, approval from the Installation Commander may be required.

# ARTICLE VIII: MEETINGS

**SECTION 1 -** The governing body shall meet the first Thursday of every month, or as directed by the by-laws, at the request of a simple majority of the membership, or at the request of any member of the governing body, upon reasonable notice.

**SECTION 2 -** The officers will meet as frequent as the President would like. However, a minimum of at least once a month to discuss any issues and develop the agenda for the monthly membership meeting.

# ARTICLE IX: VOTING

**SECTION 1 - ELIGIBILITY:** Only active members in good standing with *ACE* are eligible to run for a position in the elections. Note: You may not run if you are currently on a control roster.

**SECTION 2 – REQUIREMENTS:** All members must complete application form provided by the past members and also include a speech in front of all attendees (if possible) stating why they want to participate in the position applied for.

**SECTION 3 - NOMINATIONS:** Elections will be held bi-annually in July and January. Nominees must give consent, in person or in writing, of willingness to serve

if elected before elections may be held. Nominees must present their qualifications to voting members, prior to the vote taking place *ACE* and must have at least six months remaining on station to be eligible. Nominees from the floor and those nominated by proxy (only those nominees who have duty or hardship commitments are exempt from being present) are eligible for elections. Nominees have the right to decline any nomination.

**SECTION 4 - PROCEDURE:** All voting will be by secret or open ballot, as decided by the members present. The member with the most votes will be elected. In the case of a tie, members will vote again. If another tie occurs, the President will decide. In order for any voting to be valid, whether it is for officers, committees, amendments, or motions, at least five organization representatives and two officers must be present.

The Secretary will announce the results of the election. All active members have full voting rights. The President may not vote except in a tie or during an election of officers.

**SECTION 5 - TERMS OF SERVICE:** The term of service is for six months, beginning 1 August and 1 February.

**SECTION 6 - SPECIAL ELECTIONS**: Except for a presidential vacancy, special elections will be held at the next possible meeting to fill the officer position(s). In the event of a presidential vacancy, the Vice-President will automatically assume the position until the next general election. If the Vice President is unable to fulfill that role the next available council member will assume responsibility.

**SECTION 7 – TERMINATION OF OFFICERS**: Officers may be removed from office for improperly discharging duties and responsibilities and for actions that discredit *ACE*. Actions against an officer, executive board member, or committee chairperson (for involuntary termination, violation of rules, etc.) will be submitted in writing to the *ACE*. President by the complainant(s). The President will notify the member and give them a copy of the written grievance(s). The member against whom the grievance is being made will submit a written reply to the *ACE*. Officers within three days of the notice. A two-thirds vote of the current membership shall be required to remove such an officer. The officer being considered for removal will be allowed the opportunity to address the general membership. Officers may also resign by submitting their resignation in writing to the executive committee. Officers may also be discharged for neglect of maintaining the 'Airman Leader' qualities, deemed appropriate. These acts being; receiving an Article 15, multiple Letters of Reprimand/

Letters of Counseling, or if the Officer is placed on a control roster. Removals and resignations are effective immediately.

**SECTION 8 – SPECIAL VOTING PROCEDURES**: A two-thirds majority vote of all members is required for the removal of an officer for cause and the approval of the Constitution and by-laws or any revision thereof.

# ARTICLE X: COMMITEES

**SECTION 1 - STANDING COMMITTEES:** The executive committee, with the advice and consent of the membership, shall establish and maintain standing committees as needed. The names and functions of the standing committees at the time of formal organization are: Outreach Committee, Events Committee.

**SECTION 2 - SPECIAL COMITTEES:** Special committees will be appointed to plan, organize, and execute specific projects. The President will appoint the Chairperson of the committee and the remaining committee members will be volunteers.

# ARTICLE XI: ADOPTION AND AMENDMENTS

The Constitution and any amendments thereto, will become binding upon the Governing Body and the membership, following a vote by a quorum of the membership in accordance with the election and voting procedures outlined in the by- laws, and subject to final review and approval of the Installation Commander.

# ARTICLE XII: DISSOLUTION

Dissolution shall be defined by the by-laws. In case of dissolution by the organization, whatever funds are contained in the Treasury at the time will be used to satisfy any outstanding debts, liabilities or obligations. The balance of these assets will be disposed of as determined by the membership. All obligations will be paid and the balance in cash of all remaining assets will be disposed of as determined by the Executive Committee in a manner consistent with applicable regulations.

Dated this 5th day of May 2021.

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President, Airmen Committed Excellence Vice-President, Airmen Committed Excellence

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Secretary, Airmen Committed Excellence Treasurer, Airmen Committed Excellence

1st Ind, 39 FSS/FSR Date 8 Jun 21

MEMORANDUM FOR 39 ABW/JA

Recommend approval.

Ismail T. Gokce, Civ, USAF

PO Monitor, 39th Force Support Squadron

2nd Ind, 39 ABW/JA MEMORANDUM FOR 39 FSS/CC

Recommend approval

Office of the Staff Judge Advocate, USAF 39 ABW/JA

3rd Ind, 39 FSS/CC MEMORANDUM FOR 39 MSG/CC

Recommend approval

BRANDY M. JOHNSON, Lt Col, USAF

Commander, 39th Force Support Squadron

4th Ind, 39 MSG/CC

MEMORANDUM FOR Air Force Sergeants Association (AFSA)

Approved

Recommend

CHRISTOPHER T. RUBIANO, Colonel, USAF

Commander, 39th Mission Support Group