

*By - Laws*  
*Of The*

*Association of Former OSI*  
*Special Agents, Inc.*

Edition of July 1, 1995  
As revised February 28, 1998



**ASSOCIATION OF FORMER OSI SPECIAL AGENTS, INC.**

**BY-LAWS**

(Effective Date: 1 July 1995)

[Revised February 1998 per General Membership Meeting, April 28, 1997]

**PREAMBLE**

The objectives of the *Association of Former OSI Special Agents, Inc.*, (AFOSISA) are to maintain and further friendships emanating from service with or employment by the Air Force Office of Special Investigations (AFOSI); to assist one another through combined efforts and mutual association; to perpetuate the ideals and principles of AFOSI; to facilitate contact with members on a worldwide basis; and to unite former and present AFOSI Special Agents in the common interest of promoting the security and welfare of each other, AFOSISA, AFOSI, the United States Air Force and the United States.

**ARTICLE I**

**SEAL**

SECTION 1 - SEAL - The seal of the Association shall consist of a double circle border with the Association name, "ASSOCIATION OF FORMER OSI SPECIAL AGENTS, INC." inscribed within the border. The center is inscribed with the original incorporation date and original State of Incorporation, i.e. "December 7, 1966 - California."

**ARTICLE II**

**MEMBERSHIP**

SECTION 1 - GENERAL - Membership shall be open exclusively to persons of good moral character, both military and civilian, who are now serving with or are employed by AFOSI or who formerly served with or were employed by the OFFICE OF SPECIAL INVESTIGATIONS, IG, USAF (OSI), or AFOSI; and who served with due fidelity to their oaths of office and with loyalty to AFOSI, OSI, their fellow agents, the Air Force, and the United States.

**SECTION 2 - TYPES OF MEMBERSHIP**

A. REGULAR MEMBERSHIP - Regular Membership is open to all persons meeting the criteria in Section 1, this Article, who served as Special Agents of either OSI or AFOSI or are currently serving as Special Agents of AFOSI, including Air Force Reserve Personnel. Any person, including an Air Force Reservist, who served or is currently serving in an administrative/support capacity with OSI/AFOSI may opt for Regular Membership by so specifying in writing on the Membership Application. Otherwise, such a person shall be enrolled upon application as an Associate Member (Section 2B.3. below).

B. ASSOCIATE MEMBERS - The following categories of persons are eligible for Associate Membership, if they meet the criteria in Section 1, this Article:

1. Widowed spouses, of either gender, of former OSI/AFOSI personnel who were Association members at the time of death.

2. Past or present indigenous OSI/AFOSI investigative or support personnel officially employed by OSI/AFOSI in overseas areas.

3. Those former or current OSI/AFOSI military and civilian personnel employed in an administrative/support capacity who do not opt for Regular Members status (Section 2A, above).

C. HONORARY MEMBERS — Honorary Membership may be awarded by the Board of Directors to former Directors of OSI and present or former Commanders of AFOSI as well as any other persons found worthy of the honor. Honorary Members shall be selected by a majority vote of the Board. Honorary Membership is normally bestowed for the life of the honoree. An Honorary Member who is eligible for Regular Membership in the Association shall have all the rights and privileges of a Regular Member. If the Honorary Member is not eligible for Regular Membership in the Association, he or she will not have the right to vote in elections or hold office in the Association. Honorary Members are exempt from the payment of any dues or assessments.

D. OTHER — Any deviation from the membership criteria and policies set forth under Subsections A, B and C, above, will not be sanctioned without Board of Directors approval pursuant to the provisions of Article XII, Section 3.

SECTION 3 — APPLICATION FOR MEMBERSHIP — Application for membership shall be made in writing on the form prescribed by the Association. The application will be accompanied by the dues specified in Article IX, Section 2 of these By-Laws.

SECTION 4 — TERMINATION OF MEMBERSHIP — A member of the Association shall be deemed to be "in good standing" unless his or her membership has been terminated in one of the following ways:

A. RESIGNATION — Any member may resign by tendering his or her resignation to the Executive Officer. The resignation should be in writing and signed by the member. Upon receipt of the resignation, the Executive Officer shall present it to the Board of Directors for acceptance. The effective date of resignation shall be determined by the Board, and normally it shall be the date it was received by the Executive Officer.

B. NONPAYMENT OF DUES OR ASSESSMENT — Failure to pay annual dues on a timely basis shall be cause for automatic termination of membership in the Association. Members who are 90 days delinquent in payment of their annual dues shall automatically be dropped from the membership rolls of the Association. The Board of Directors may direct that members be dropped for failure to pay any approved assessments on a timely basis.

C. EXPULSION — The Board of Directors by a majority vote may terminate a membership and expel from the Association any member whose conduct is detrimental to the good name or best interests of the Association. Such action shall not take place until the member has been afforded a hearing before the Board. The member may appear, answer the charges, and present evidence and a defense either in person or by a fellow member acting on his or her behalf. At least thirty days prior to this hearing, notice shall be sent by certified mail, to the member at the last mailing address as shown in the records of the Association.

D. REINSTATEMENT — A former member who has resigned or who has been terminated for non-payment of dues or assessments may reapply for membership at any time by submitting a new application for membership. A reinstated member shall not be responsible for dues or assessments levied during the period he or she was not a member.

SECTION 5 — WAIVER OF DUES IN HARDSHIP CASES — In hardship cases, dues and other assessments owed by a member may be waived by the Board of Directors upon application of the member or an application made on the member's behalf by any other member of the Association. All such applications normally should be in writing and sent to the Executive Officer for presentation to the Board of Directors.

#### ARTICLE III

#### BOARD OF DIRECTORS

SECTION 1 — MEMBERSHIP — The Board of Directors shall be composed of the President, President-Elect, Secretary, Treasurer, and the Immediate Past President. The Executive Officer and Editor, *Global Alliance*, serve as non-voting members.

SECTION 2 — RESPONSIBILITIES — The Board of Directors shall have all the powers provided it by law and shall perform all duties required for the general management of the affairs and interests of the Association. It shall direct the manner and purposes for which all funds of the Association shall be expended and approve all expenditures and disbursements. It may delegate authority to any officer, appointed official or committee of the Association, prescribe additional duties for officers and employees of the Association and may authorize any officer, appointed official, employee or committee to contract for the Association, PROVIDED such contracts are approved by a majority of the Directors. The Board of Directors shall perform all other duties required of it by these By-Laws; and shall make rules and regulations, prescribe procedures and take such action, which in the sole discretion of its members, it believes to be in the best interests of the Association, PROVIDED they are not inconsistent with these By-Laws and the laws of the Commonwealth of Virginia.

SECTION 3 — CHAIRMAN OF THE BOARD — The President of the Association shall be the Chairman of the Board of Directors.

SECTION 4 — RECORDER — The Secretary of the Association shall be the Recorder for the Board of Directors and supervise the maintenance of the records of all Board meetings and all other documents pertaining to the Board and its activities.

SECTION 5 — BOARD MEETINGS — Normally the Board will meet at least once a year at a place to be designated by the Chairman of the Board. Usually a meeting will be held in conjunction with the biennial National Convention. The regular business of the Board may also be conducted by correspondence or telephone.

SECTION 6 — QUORUM — Approval of all Board actions shall require the concurrence of a majority of its members.

#### ARTICLE IV

##### OFFICERS

SECTION 1 — OFFICERS — The officers of the Association shall be a President, a President-Elect, a Secretary, a Treasurer, and an Executive Officer.

SECTION 2 — ELECTION TO OFFICE — (Effective July 1, 1991) All officers, except the Executive Officer, shall be elected by the general membership in accordance with Article V of these By-Laws. The Executive Officer shall be appointed from the Regular Membership of the Association by the President with the advice and approval of the Board of Directors.

SECTION 3 — TERMS OF OFFICE — All elected officers shall serve for a term of two years and shall take office on 1 July of the year elected. The Executive Officer shall serve at the pleasure of the Board.

SECTION 4 — RESIGNING OR VACATING THE OFFICE OF PRESIDENT — Should the President resign or the Office of the President otherwise become vacant during a presidential term, the President-Elect shall immediately succeed to the office and the Board of Directors may appoint any eligible member of the Association as acting President-Elect for the remainder of the term or until the office of President-Elect is filled by a special election. No appointed acting President-Elect may become President of the Association without being elected by the membership.

SECTION 5 — RESIGNATION OR VACATING OTHER OFFICES — Should any other officer of the Association resign or any office otherwise become vacant, the Board of Directors shall appoint a successor to fill the vacancy until the next election of officers.

SECTION 6 — THE PRESIDENT — The President shall preside at all meetings of the Association and the Board of Directors and perform those other duties usually pertaining to the office of the president and presiding officer. The President shall serve as a Director of the Association.

SECTION 7 — THE PRESIDENT-ELECT — The President-Elect shall preside at all meetings of the Association and the Board of Directors in the absence, or inability of the President to act and perform such other duties as may be assigned to him by the Board. The President-Elect shall serve as a Director of the Association. The duly elected President-Elect shall automatically become the President at the conclusion of his term as President-Elect.

SECTION 8 — THE SECRETARY — The Secretary shall attend all meetings of the Association, keep minutes of all the meetings, receive and carry on correspondence pertaining to the Association, give notice of all meetings of the Association to the membership, and perform those other duties which are normally associated with the office of secretary and such other duties as may be assigned by the Board. The Secretary shall serve as a Director of the Association.

SECTION 9 — THE TREASURER — The Treasurer shall:

A. Maintain the Association's accounts in a financial institution approved by the Board of Directors;

B. Receive and deposit all monies, funds and credits of the Association to the approved accounts;

C. Insure that regular accountings are kept of all receipts and disbursements and make these accounts available for inspection by the Board and membership;

D. Obtain and keep vouchers for all disbursements and make them available for inspection by the Board and the membership;

E. Submit an annual financial report for distribution to the membership;

F. Present a current financial report at each General Meeting of the Association;

G. Prepare the annual budget and any special budgets required by the Board of Directors using annual inputs submitted NLT 1 May by all elected National Officers, appointed Chairs of Designated Committees (Art VI, Sec 4) and appointed Administrators of Association functional elements (e.g., Executive Officer, Editor of *Global Alliance*, Chaplain, National Employment Coordinator, Scholarship Fund, etc.);

H. Cause an independent audit of the Association accounts to be performed annually and prior to the expiration of his term of office;

I. Expend the Association funds only as follows:

(1) When specifically authorized by the Board of Directors in a resolution reported in Board minutes;

(2) When needed to pay for the prudent, routine and recurring expenses of the National Headquarters; for authorized expenses of the national officers, appointed committees, subordinate officers, employees, and appointed officials; and for funeral floral arrangements for any member or his or her spouse.

J. Ensure that all checks issued on behalf of the Association bear his signature or that of his designated assistant and one of the other officers of the Association who has been authorized to sign same on behalf of the Association by the Board; and

K. Serve as a Director of the Association.

SECTION 10 — THE EXECUTIVE OFFICER — The Executive Officer shall act as the Association business manager; ensure that documents pertaining to the Association are maintained and preserved; supervise maintenance of the membership records and publication of the Association Membership Directory; respond to routine correspondence; and perform other such duties as may be required by these By-Laws and the Board of Directors.

SECTION 11 — SUBORDINATE OFFICERS AND APPOINTED OFFICIALS

A. The President with the advice and consent of the Board may appoint subordinate officers or other officials deemed appropriate. These subordinate officers and officials shall have such duties as may be assigned by the Board of Directors.

B. All subordinate officers and appointed officials shall serve at the pleasure of the Board.

C. The President with the advice and consent of the Board shall appoint the following officials who shall have the duties indicated:

1. THE CHAPLAIN — The Chaplain shall assist the President, the Board of Directors, and the Association with matters pertaining to the morale and general welfare of the members and their families as well as performing such other related duties as may be directed by the Board. He shall prepare appropriate letters of condolence to the immediate family of a deceased member or his or her spouse, prepare regular articles for the Association magazine and arrange for appropriate invocations at General Meetings and National Conventions.

2. EDITORS — The President shall appoint an editor for each Association publication. Each editor shall be responsible for the editing and publication of the publication for which he or she has been appointed editor.

SECTION 12 — ADVISORY COUNCIL — An Advisory Council is established to provide advice and guidance to the Association on matters referred to it by the President or the Board of Directors. It shall have no authority over the Association other than to furnish requested information and advice. It shall be composed of past National Presidents appointed by the President with the concurrence of the Board of Directors. The Board of Directors shall decide the exact number of members and terms of office for the Advisory Council Members including the Council Chairman who will be elected by the members of the Council.

SECTION 13 — RECORDS OF NATIONAL OFFICERS — (Effective July 1, 1995) At the conclusion of each elected National Officer's term of office, the records accumulated of his or her activities in fulfilling the required duties will be forwarded to the Executive Officer at the Association's National Headquarters. Such records will be evaluated for retention and eventual disposition once their historical value are determined.

## ARTICLE V

### NOMINATIONS AND ELECTIONS

SECTION 1 — CANDIDATE QUALIFICATIONS — Any candidates for an elective office in the Association must have been a Regular Member for three consecutive years prior to his or her nomination and must be a Regular Member in good standing at the time of his or her nomination and election.

SECTION 2 — NOMINATIONS — Nominations of candidates for election to the offices of the Association shall be made by the Nominating Committee immediately prior to the election. The Nominating Committee shall nominate at least two, but no more than three, qualified

candidates for each office to be filled in the election. The Committee shall submit the names of the candidates to the Secretary of the Association by the suspense date established by the Board. The qualifications of the candidates shall be verified by the Board of Directors prior to placing the candidates' names on the official ballot.

SECTION 3 — CANDIDATES BIOGRAPHICAL DATA — The Chairman of the Nomination Committee, upon notification of acceptance by the Board of Directors of the candidates submitted, shall procure from each candidate and furnish to the editor of the *Global Alliance* appropriate biographical data and photographs of each candidate for publication in the magazine.

SECTION 4 — ELECTION — Election of officers shall be by secret ballot. The Executive Officer shall cause the official ballot to be printed and mailed to all Regular Members at least 45 days prior to the suspense date for return of the ballots.

SECTION 5 — WRITE-IN CANDIDATES — Nomination of a candidate by the Nominating Committee shall not be prerequisite to election. Any member may write in his or her vote for any qualified Regular Member of the Association for any office.

SECTION 6 — DATE FOR RETURN OF BALLOTS — The suspense date for the return of the ballots shall be established by the Board of Directors.

SECTION 7 — VOTE COUNT — The Executive Officer shall protect all ballots received until the suspense date fixed for return of the ballots. All ballots properly received shall be counted by a Special Teller Committee appointed by the President. The qualified candidate receiving the highest number of votes for each such officer shall be declared elected.

SECTION 8 — TIES AND DISPUTED BALLOTS — In the event of a tie vote or a challenged vote or votes, the matter shall be presented to the incumbent Board of Directors for resolution.

SECTION 9 — REPORTING THE RESULTS — The Executive Director shall certify the results of the election to the President and notice of the election results shall be promptly provided to all candidates. The membership shall be notified of the results of the election in the next edition of the *Global Alliance*.

SECTION 10 — CAMPAIGNING — Candidates will not campaign for office and chapters shall not, directly or indirectly, electioneer on behalf of any member. Individual members are discouraged from campaigning on behalf of specific candidates.

## ARTICLE VI

### COMMITTEES

SECTION 1 — APPOINTMENT OF COMMITTEES — The President may appoint committees from the membership to more efficiently conduct Association business. Such committees shall be appointed for a period appropriate to the task to be accomplished, but no appointment may extend beyond the term of the appointing President, unless specifically approved by the Board of Directors and authorized by these By-Laws.

SECTION 2 — COMMITTEE OFFICERS — The President shall appoint the Chairman of each committee and each committee shall have the power to elect a secretary or any other required officers.

SECTION 3 — COMMITTEE RECORDS — Each committee chairman will ensure that a record is kept of all committee meetings and that all other required documents and records are maintained. As appropriate, the Committee Chairman shall furnish copies of these records to the Executive Director of the Association. All committee records will be forwarded by the committee chairman to his successor or to the Executive Officer whenever a committee is terminated.

SECTION 4 — DESIGNATED COMMITTEES — The following committees are established by these By-Laws and must be appointed:

A. MEMBERSHIP COMMITTEE — The President shall appoint a Membership Committee to resolve issues pertaining to questionable applicants, to review questionable Membership Applications and to determine membership eligibility. The committee shall also perform such other related duties as may be assigned to it by the President and Board. This committee shall be composed of at least five members chosen from the general membership.

B. NOMINATING COMMITTEE — The President shall appoint a Nominating Committee to nominate candidates for the National offices at least seven months before each election. The Nominating Committee shall be composed of seven members chosen from the membership at large. It shall be the duty of the committee to nominate the candidates for office as provided for in Article V of these By-Laws.

C. CHARITIES SELECTION COMMITTEE — The President will appoint a Charities Selection Committee composed of not less than three nor more than five members to make recommendations to the Board of Directors as to the specific amounts to be contributed and the organizations or projects which the Association should support as provided for in Article VII of the By-Laws.

D. SCHOLARSHIP AWARDS COMMITTEE — The President will appoint a Scholarship Awards Committee as a permanent committee of the Association. The President will appoint a member of the Association to act as the Scholarship Awards Program Administrator and such other members to assist him as may be required. They shall serve for such periods as specified in the appointment or until replaced. This committee will nominate outstanding students who are dependents, grandchildren, or great grandchildren of Association members for financial assistance by the Association in accordance with Article VII of these By-Laws.

## ARTICLE VII

### CHARITABLE ACTIVITIES

SECTION 1 — ANNUAL CHARITABLE CONTRIBUTION — The Association shall annually make contributions of not less than \$1000.00, to one or more military or veteran oriented charities which benefit current or former members of the United States Air Force or to an Association affiliated charity.

SECTION 2 — SCHOLARSHIP AWARDS — Scholarship Awards will be made to deserving and outstanding students who are dependents, grandchildren or great grandchildren of active Association members (to include the dependents or descendants of those individuals who were members at the time of their demise) to pursue college level education. High school seniors and undergraduate college students are eligible to apply for such awards, as are outstanding undergraduate scholars who have been recipients of AFOSISA scholarship awards in prior years. A minimum of \$3,000 in scholarship awards will be granted each year, providing sufficient funds are generated through membership support of the Scholarship Fund, Memorial Fund and other sources. Candidates for these awards will be nominated by the Scholarship Awards Committee and approved by the Board of Directors. The names of the scholarship recipients will be announced annually to the membership in the *Global Alliance*.

SECTION 3 — SCHOLARSHIP AWARDS PROGRAM ADMINISTRATOR — The President will appoint a member of the Association and such other members to assist him as may be required. They shall serve for such periods as specified in the appointment or until replaced. The Scholarship Awards Program Administrator will supervise Scholarship Awards Program, report to the Board of Directors and provide periodic reports of progress and awards to the Editor of the *Global Alliance*.

SECTION 4 — SCHOLARSHIP FUND — A Scholarship Fund will be established by the National Treasurer separate from the Association regular funds to fund the awards made under the

Scholarship Awards Program. The general administrative expenses incurred in managing this Fund will be funded from the Association's regular funds. Except as may be authorized by the Board of Directors, regular Association funds will not otherwise be used for this program. All specific contributions from members or other benefactors as well as from contributions to the Memorial Fund will be used to fund scholarships.

SECTION 5 — MEMORIAL FUND — A Memorial Fund is established whereby members and others may make donations or memorial contributions in memory or honor of another person. Such contributions will normally be deposited in the Scholarship Fund unless the contributor specifies otherwise and the Board of Directors agrees to the condition of the gift.

SECTION 6 — AFOSISA SCHOLARSHIP TRUST — This Section authorizes the establishment of the AFOSISA Scholarship Trust to provide a means of accepting major gifts or bequests from individuals wishing to fund a perpetual annual named scholarship award. The Trust will be established in the State where the Association is incorporated, presently Virginia, and be subject to the laws of that State. The Trust will be legally established concurrently with the first such gift or bequest received. The Trust is separate and independent of the AFOSISA Scholarship Fund and Memorial Fund with respect to its funding and accounting.

A. TRUST MANAGEMENT. A Board of Trustees with a minimum of three members shall be appointed. One member shall be the Association Executive Officer. The remaining trustees shall be appointed by the Association President, subject to a majority concurring vote of the Association Board of Directors.

B. FUNDING OF TRUST. Gifts and bequests will be accepted in amounts sufficient to insure a perpetual yearly scholarship award in the amount desired. The Treasurer will provide funding information upon request.

C. NAMING OF PERPETUAL SCHOLARSHIPS. Each scholarship will be named for the donor, or a person or purpose selected by the donor, and the Association, e.g., the *AFOSISA JOHN AND MARY DOE SCHOLARSHIP* or *AFOSI FOUNDERS SCHOLARSHIP*.

D. AWARDING OF PERPETUAL SCHOLARSHIPS. Application, selection and approval of a person competing for a perpetual named scholarship will be in accordance with the rules for all other AFOSISA scholarships as prescribed in this Article. The only difference is the scholarship will be a named scholarship and funding will come from the Trust rather than regular Association scholarships funds.

## ARTICLE VIII

### CONVENTIONS AND MEETINGS

SECTION 1 — THE GENERAL MEETING — The regular General Meeting of the Association shall be held every two years in conjunction with the biennial National Convention.

SECTION 2 — THE NATIONAL CONVENTION — National Conventions will be held biennially at the time and place approved by the Board of Directors.

SECTION 3 — SELECTION OF CONVENTION SITES — Chapters are invited to make presentations to the Board of Directors at the General Meeting of the Association proposing to host the next National Convention. All members attending the General Meetings shall be invited to vote on the location and time of the next National Convention.

SECTION 4 — CHAPTER PRESENTATIONS — Chapter presentations should include specific information as to proposed dates, places, hotels/motels, and estimate as to costs.

SECTION 5 — HOST CHAPTER DUTIES — When a chapter is selected to host the National Convention, it shall immediately appoint a Host Committee. The Host Chapter will make periodic reports to the Board on convention plans, act as host to the National Convention and render a closing financial report to the Board at the completion of the National Convention.

SECTION 6 — NATIONAL CONVENTION PROGRAMS — While National Conventions are primarily social in nature, the program should include provisions for the General Meeting, a Board of Directors meeting, and professional development seminars.

SECTION 7 — DELEGATES TO THE NATIONAL CONVENTION — Each National Officer shall be a delegate to the National Convention and each Chapter of the Association shall be entitled to send two voting delegates to the convention. Delegates from the Chapter shall be elected by the Chapter members. Such delegates shall be members in good standing on the records of the Chapter and the Association.

SECTION 8 — GENERAL MEETING QUORUM — Fifty Regular Members of the Association shall constitute a quorum at any General Meeting.

SECTION 9 — RESOLUTIONS — Proposed resolutions to be presented at the General Meeting of the Association must be presented in writing to the President or the Executive Officer at least 90 days prior to the meeting in order that proper study can be given to the matters and appropriate responses prepared. Any member may bring any issue or legitimate matter to the attention of the General Meeting. However, voting on any such issue or matter may be postponed by a vote of the Board and all matters requiring a vote of the membership shall be referred to the general membership.

SECTION 10 — PROCEDURES — Robert's Rules of Order (revised) shall be the authority for the conduct of the General Meetings of the Association.

SECTION 11 — SPECIAL MEETINGS — A Special Meeting of the Association may be called:

A. At any time by the President on his own motion;

B. By majority vote of the Board of Directors with or without Presidential approval; or

C. Upon written application of fifty members to the Board of Directors, setting forth the reason or purpose of a proposed meeting. Thirty days written notice as to the purpose, time and place of any Special Meeting must be given to all members.

## ARTICLE IX

### FISCAL YEAR, DUES AND ASSESSMENTS

SECTION 1 — FISCAL YEAR — The fiscal year of the Association shall extend from July 1 through June 30.

SECTION 2 — ANNUAL DUES — The Annual Dues for Regular Members will be \$25.00 and for Associate Members \$15.00 due and payable to the Treasurer on or before the First of July of each year. Such dues include subscription fee for all Association publications. Applicants for Regular membership will tender the annual dues of \$25 if application is made between July First and December Thirty-First of a year and the sum of \$12.50 if application is made from the First of January and the Thirtieth of June. Applicants for Associate Membership will tender the annual dues of \$15.00 with the application regardless of the time of year in which the application is made. All dues are payable in United States Dollars.

SECTION 3 — LIFE MEMBERSHIP

A. Any member may become a Life Member by applying for Life Membership and making a one-time payment at the time of application of the required life membership fee for his or her particular type of membership.

B. Becoming a Life Member does not change the member's type of membership as set forth in Article II of these By-Laws.

C. The Life Membership fee shall be based on an actuarial table periodically compiled and published by the Treasurer. This table will take into account both the age of the applicant as well as the current Association dues structure. The table must be approved by the Board of Directors prior to implementation.

D. Upon acceptance as a Life Member, the member will be exempt from Annual Association dues for the remainder of his or her life.

E. (Effective July 1, 1995 for those members joining or converting to Life Member status on and after that date.) Upon the death of a Life Member, a surviving spouse will automatically become an Associate Member at no cost for the remainder of the then current Fiscal Year. The surviving spouse is eligible to retain Associate Member status by paying annual dues commencing with the next Fiscal Year.

SECTION 4 — ASSESSMENTS — Assessments shall be proposed by the Board of Directors and shall be binding and collectible only after the approval of a majority of the general membership voting in an election conducted by mail. The ballot suspense date for any assessment vote must be at least 30 days from the date the ballot was mailed.

## ARTICLE X

### CHAPTERS

SECTION 1 — APPLICATIONS — Upon written petition signed by ten (10) members in good standing, the Board of Directors may authorize the formation of a Chapter. The petitioners must reside, be employed or have a business office within the area for which the Chapter is proposed.

SECTION 2 — CHAPTER CHARTERS — If the chapter formation is approved by the Board of Directors, the Secretary, on behalf of the Board, shall issue a Chapter Charter and letter establishing the chapter's geographic area.

SECTION 3 — ORGANIZATIONAL MEETING — Upon issuance of a Chapter Charter, the petitioners shall issue an invitation to all known Association members in the assigned geographic area to attend an organizational meeting of the new chapter. A majority of the petitioners shall constitute a quorum.

SECTION 4 — CHAPTER GOVERNANCE — The Chapter shall be subject to these By-Laws and to rules and conditions prescribed by the Board.

SECTION 5 — ELIGIBILITY FOR CHAPTER MEMBERSHIP — Any Association Member in good standing who resides, is employed, or who maintains a business office within the Chapter's assigned geographical area shall be eligible for membership in the Chapter. On a chapter-by-chapter discretionary basis, the spouses of Association members may be granted Chapter membership and enjoy full entitlements and privileges as pertain to local Chapter activities and affairs only. Spousal members are specifically precluded, however, from being elected to or holding the office of Chapter Chair or Chapter Delegate to any National Convention.

SECTION 6 — SUSPENSION OF CHAPTER MEMBERS — By a majority vote of the members present at a regularly called meeting of the Chapter, a Chapter may recommend to the President of the Association the suspension of a member from good standing in the Chapter. The President of the Association shall have the authority immediately to suspend such member from good standing in the Chapter. However, final adjudication of any such matter will be made in accordance with Article II, Section 4C of these By-Laws.

SECTION 7 — CHAPTER MEETINGS — Chapters shall meet at least four (4) times each year. The Chairman of the Chapter shall designate the time and place of the meetings. Notice of meetings shall be given to all Chapter members, by mail or personally, at least five (5) days before the date of the meeting.

SECTION 8 — CHAPTER DUES — Chapters may assess reasonable dues, the amount to be determined by a majority vote of the Chapter membership.

SECTION 9 — SPECIAL CHAPTER MEETINGS — A special meeting may be called by the Chapter Chairman or upon the written application of five percent (5%) of the Chapter members, but not less than three of the Chapter members, setting forth the purposes and reasons therefore. Upon such written application, the Chairman must call a special meeting. Notice of any special meeting shall be sent to all Chapter members at least five (5) days before the date of the meeting and shall indicate the purpose for which the special meeting is being called.

SECTION 10 — QUORUM — Fifteen percent (15%) of the Chapter members shall constitute a quorum for the transaction of business at any regular or special meeting.

SECTION 11 — CHAPTER OFFICERS — The officers of each Chapter shall be a Chairman, Secretary, Treasurer, and either a Vice-Chairman or Chairman-Elect, all to be elected at a regular meeting of the Chapter held prior to the First of June of any odd numbered year.

SECTION 12 — TERMS OF OFFICE — The Chapter officers shall serve for a term of two years beginning on the First of July following the date of their election.

SECTION 13 — VACANCIES — The resignation of a Chapter officer shall be tendered in writing to the Chapter Chairman or in the case of the Chapter Chairman to the Vice-Chairman or Chairman-Elect. Any Chapter officer may be removed from office for cause by the Board of Directors. If a vacancy occurs in the office of the Chapter Chairman, it shall be filled by the Vice-Chairman or Chairman-Elect. If a vacancy occurs in any other office, it shall be filled by appointment by the Chapter Chairman.

SECTION 14 — CHAPTER CHAIRMAN — The Chapter Chairman shall perform the duties of the chief executive officer, preside at the Chapter meetings and maintain close liaison with the Association.

SECTION 15 — CHAPTER VICE-CHAIRMAN OR CHAIRMAN-ELECT — The Chapter Vice-Chairman or Chairman-Elect, in the absence of the Chapter Chairman, shall perform the duties of the Chapter Chairman.

SECTION 16 — CHAPTER SECRETARY — The Chapter Secretary shall:

- A. Attend meetings of the Chapter and keep a record of the proceedings of all meetings;
- B. Send one copy of all meeting minutes to the Executive Officer, to the Editor of the *Global Alliance* and to the President;
- C. Maintain a current roster of the Chapter members;
- D. Act as custodian of all books and records of the Chapter and upon completion of his term of office turn these over to his successor;
- E. Give due notice of all Chapter meetings to the Chapter membership;
- F. Promptly notify Chapter officers of their election; and
- G. Perform such other duties as his office may require.

SECTION 17 — CHAPTER TREASURER — The Chapter Treasurer shall:

- A. Receive and deposit in an account in the name of the Chapter in a financial institution, all monies, securities, funds and monetary credits of or on behalf of the Chapter;

B. Take, receive, hold and safely keep, as custodian for the Chapter, all property and other physical assets which may come into the ownership, possession or control of the Chapter;

C. Keep regular accounts of all receipts and disbursements and make such books and records available at all reasonable times for inspection by all officers, Chapter members, and representatives of the Board of Directors;

D. Obtain and maintain vouchers covering all disbursements whenever it is practical to obtain them; and

E. Prepare and submit a Chapter financial report.

SECTION 18 — ELIGIBILITY FOR OFFICE — Subject to such additional conditions as regards Chapter membership as may be determined by the Chapter, any member of the Chapter who is a member in good standing of the Association and Chapter shall be eligible for election to any Chapter office.

SECTION 19 — CHAPTER NOMINATING COMMITTEE — The Chapter Nominating Committee shall consist of at least three members, none of whom shall be a Chapter or National Officer. The members of the Chapter Nominating Committee shall be appointed by the Chapter Chairman prior to April First of any odd numbered year.

SECTION 20 — DUTIES OF THE CHAPTER NOMINATING COMMITTEE — It shall be the duty of the Chapter Nominating Committee to:

A. Nominate from the Chapter members in good standing, candidates for election to the office of Chairman, Vice-Chairman or Chairman-Elect, Secretary and Treasurer;

B. Submit the names of its nominees to the Secretary of the Chapter not less than 15 days prior to the Chapter election; and

C. Elect a Chairman of the committee and otherwise provide for the committee's operation.

SECTION 21 — METHOD OF CHAPTER ELECTION — The election of Chapter officers shall be by open voting or secret ballot at a regular meeting of the Chapter or by mail ballot, as determined and prescribed by the Chapter officers.

SECTION 22 — NOMINATIONS FROM THE MEMBERSHIP — If a Chapter election is held at the regular meeting, nominations for all elective offices may be made and seconded from the floor by any Chapter member; and upon a motion duly made, seconded and adopted, voting will be by secret ballot. If voting is by mail the members may write-in a vote for any eligible member for a particular office.

SECTION 23 — ELECTION — The member receiving the most votes for any office shall be declared elected to that office by the presiding officer. If the election is held by mail, the ballot shall be prepared, mailed, returned, tabulated and recorded in the manner prescribed by Chapter action or in the Chapter By-Laws.

SECTION 24 — DELEGATES TO THE NATIONAL CONVENTION — Each Chapter shall elect two delegates to the National Convention of the Association.

SECTION 25 — NOTIFICATION OF ELECTIONS — Before July First of any odd numbered year, the Chapter Secretary will advise the Association Secretary and Executive Officer of the results of the election, giving the name and address of each of the newly elected Chapter officers and furnishing the names of the Chapter National Convention delegates.

SECTION 26 — CHAPTER COMMITTEES — Each Chapter Chairman shall designate such committees as are deemed necessary for the proper conduct of the business of the Chapter. Suggested

committees include, but are not limited to: Chapter Activities, Chapter Membership, Local AFOSI Liaison, Community Relations, Scholarship Program Support, *Global Alliance*/Publicity, Convention Affairs, and Veteran's Affairs.

SECTION 27 — CHAPTER BY-LAWS — By a majority vote of its members, a Chapter may adopt Chapter By-Laws. All Chapter By-Laws must be in conformity with these By-Laws and any applicable rules or regulation adopted by the Board of Directors. A copy of such By-Laws shall be filed with the Secretary of the Association. All Chapter By-Laws will comply with local State laws governing such association.

SECTION 28 — ROLE OF THE BOARD IN CHAPTER AFFAIRS — The Board of Directors of the Association may amend, cancel, suspend, or revoke the Charter of a Chapter for any good cause. A failure to meet four times in any one year as specified in Section 5 of this Article shall be deemed to constitute good cause to revoke the charter of the Chapter. Such action by the Board shall be final and conclusive. Upon cancellation, suspension or revocation of the Charter of any Chapter, the Board of Directors shall have the right and power through its designated agents to take possession, custody, and control of all records, property and assets of said Chapter and to make such disposition of them as the Board shall deem advisable.

## ARTICLE XI

### PUBLICATIONS

SECTION 1 — OFFICIAL PUBLICATIONS — The Association shall officially publish two publications: *The Global Alliance*, the Association's official publication, one annual edition of which will include *The AFOSISA Membership Directory*, and the *Necrology of Former Members of the Air Force Office of Special Investigations*.

SECTION 2 — EDITORIAL POLICY, DISTRIBUTION AND USE OF PUBLICATIONS — The editorial policies, distribution and use of all Association publications shall be governed by the Board of Directors.

SECTION 3 — FREQUENCY OF PUBLICATION — *The AFOSISA Membership Directory* issue of the *Global Alliance* normally shall be published in February. It is the intent of the Association to publish the remaining issues of the *Global Alliance* at least quarterly with approximate mailing dates of the Fifteenth of January, April, July and October of each year.

SECTION 4 — RESTRICTION ON USE OF *THE AFOSISA MEMBERSHIP DIRECTORY* — *The AFOSISA Membership Directory* issue of the *Global Alliance* shall be sent to all members of the Association for their personal use only. The Directory shall not be used by Association Members for mass mailings of a commercial nature or sold to anyone. Any violation of this policy may result in action by the Board of Directors of the Association.

SECTION 5 — OFFICIAL NOTICES — Any official notice to the membership required by these By-Laws may be given by publication of an appropriate notice in the *Global Alliance*. Publication of the notice shall be considered official notification and binding on the membership as such.

## ARTICLE XII

### AMENDMENTS

SECTION 1 — GENERAL — An amendment to these By-Laws may be proposed for submission to the general membership for vote by:

A. A vote of a majority of the members of the Board of Directors;

B. A petition in writing, signed by one-hundred Regular Members in good standing and filed with the Secretary of the Association; or

C. A petition in writing:

(1) Signed by fifteen (15) Chapter delegates to the General Meeting and presented at a General Meeting of the Association; and

(2) Approved for submission to the General Membership for a vote by a two-thirds vote of the Regular Members attending a General or Special Meeting of the Association.

SECTION 2 — MEMBERSHIP VOTE — An amendment to these By-Laws may only be adopted by a majority vote of the Regular Members in good standing voting by mail on a printed ballot sent to all Regular Members by the Board of Directors. Such ballots shall be returned to the Executive Officer by the suspense date established by the Board of Directors and shall be tabulated and recorded in the manner fixed and determined by the Board.

SECTION 3 — INTERIM BY-LAW CHANGES — Interim changes to these By-Laws may be made by a majority vote of the Board of Directors to be effective until the next regular election of the Association. The expiration date of such interim changes shall not be extended and if the provisions of such are to remain in effect they must be approved by a majority vote of the membership.

END OF BY-LAWS