

CERTIFICATION TO ESTABLISH OR RENEW A PRIVATE ORGANIZATION

REFERENCE: AFI 34-223

PART I: PRIVATE ORGANIZATION INFORMATION

1. NAME OF PRIVATE ORGANIZATION

2. UNIT PRIVATE ORGANIZATION IS ASSOCIATED WITH

3. DATE OF APPLICATION

4. PRIVATE ORGANIZATION POINT OF CONTACT

4A. NAME

4B. EMAIL AND COMMERCIAL PHONE NUMBER

PART II: REVIEW TYPE

5. TYPE OF REVIEW

REQUEST TO ESTABLISH
NEW PRIVATE ORG

ANNUAL REVIEW OF
EXISTING PRIVATE ORG

6. DATE OF LAST APPROVAL

(for bi-annual review or recertification)

PART III: INSTRUCTIONS TO THE PRIVATE ORGANIZATION

All Private Organizations will use this form to (1) to establish a new Private Organization, (2) for bi-annual recertification, or (3) to recertify the organization when there is a change in purpose, function, or membership eligibility of the Private Organization. The recertification form must be reviewed by the installation Staff Judge Advocate and approved by the Installation Commander or delegee. A designated point of contact for the Private Organization will complete these instructions and all applicable sections of the certification form. All required attachments will be submitted with this form. Incomplete forms or forms without all attachments will be returned without action.

1. Does the Private Organization use the name or abbreviation of the Department of Defense, the U.S. Air Force, an Air Force organizational unit, or Offutt Air Force Base in the Private Organization's name? YES ► Complete Section 2. The package may need to be routed for Installation Commander approval prior to sending to the Staff Judge Advocate review. NO ► Section 2 is not required.
2. Does the Private Organization have liability insurance? YES ► Section 3 is not required. The Private Organization **must** submit a copy of the liability insurance policy as an attachment to this certification form. NO ► The Private Organization must request a liability insurance waiver by completing Section 3.
3. Does the Private Organization require a non-standard constitution and bylaws? (Typically most booster club organizations will use the standard constitution and bylaws.) YES ► The Private Organization must complete Section 5 and submit the organization's constitution and bylaws as an attachment to this certification form. NO ► Complete Section 4. Section 5 is not required.

PART IV: NOTIFICATIONS

7. FSS USE ONLY

8. DATE ORGANIZATION NOTIFIED

9. NAME OF INDIVIDUAL NOTIFIED

PART V: JUDGE ADVOCATE REVIEW AND RECOMMENDATION

The Staff Judge Advocate will review the entire certification form and all attachments as required. If the Private Organization requests a liability insurance waiver, the Judge Advocate will review the Private Organization waiver request and complete the JA recommendation in Section 3. Once all reviews are complete, the Judge Advocate will make a final recommendation below.

10. RECOMMENDATION

RECOMMEND
APPROVAL

RECOMMEND
DISAPPROVAL

11. COMMENTS

12. JUDGE ADVOCATE NAME, RANK

13. SIGNATURE

14. DATE

PART VI: APPROVAL

Once the Staff Judge Advocate has completed the legal review and recommendation, the Installation Commander or delegee will review the form and all attachments. Once complete, the approval authority will either approve or disapprove the package and route back to 55 FSS/FSR for action.

15. APPROVAL

APPROVED

DISAPPROVED

16. COMMENTS

17. APPROVAL AUTHORITY NAME, RANK, POSITION

18. SIGNATURE

19. DATE

CERTIFICATION TO ESTABLISH OR RENEW A PRIVATE ORGANIZATION
(SECTION 2: Use of Protected Names)

Private Organizations operating on Air Force installations may use the name or abbreviation of the Department of Defense, an Air Force organizational unit, or installation in the Private Organization name provided that the status as a Private Organization is apparent and unambiguous and there is no appearance of official sanction or support by the Department of Defense.

PART I: USE OF AN AIR FORCE ORGANIZATIONAL UNIT OR INSTALLATION NAME OR ABBREVIATION

<p>1. BASE OR ORGANIZATIONAL UNIT NAME</p> <p>The Private Organization is using the name or abbreviation of Offutt AFB or an organizational unit.</p> <p><input type="checkbox"/> YES (complete box 2)</p> <p><input type="checkbox"/> NO</p>	<p>2. PREVIOUS APPROVAL</p> <p>The Private Organization has already received installation commander approval for use of the Private Organization name</p> <p><input type="checkbox"/> YES (attach previous approval to this request, go to block 4)</p> <p><input type="checkbox"/> NO (package must be routed through the installation commander who will complete block 3)</p>
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<p>3. INSTALLATION COMMANDER APPROVAL / DESIGNEE</p>	
<p>3A. APPROVAL</p> <p>The name of the Private Org in Block 1 (above) is</p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> NOT APPROVED</p>	<p>3B. COMMENTS FROM THE APPROVAL AUTHORITY</p>

<p>3C. APPROVAL AUTHORITY NAME, RANK, ORGANIZATION</p>	<p>3D. SIGNATURE</p>	<p>3E. DATE</p>
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PART II: USE OF AIR FORCE OR DEPARTMENT OF DEFENSE NAME OR ABBREVIATION

<p>4. AIR FORCE OR DEPARTMENT OF DEFENSE NAME</p> <p>The Private Organization is using the name or abbreviation of the Air Force or Department of Defense</p> <p><input type="checkbox"/> YES (complete box 5)</p> <p><input type="checkbox"/> NO</p>	<p>5. PREVIOUS APPROVAL</p> <p>The Private Organization has already received approval from the Air Force Services Center (AFSVC/SVI) for use of the Private Organization name</p> <p><input type="checkbox"/> YES (attach previous approval to this request)</p> <p><input type="checkbox"/> NO (the Private Org must route a separate request for approval directly to AFSVC/SVI)</p>
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CERTIFICATION TO ESTABLISH OR RENEW A PRIVATE ORGANIZATION (SECTION 3: Liability Insurance Waiver)

Private Organizations must have liability insurance unless waived by the Installation Commander or delegee. Insurance should be required unless the activities of the Private Organization are such that the risk of liability is negligible. Private Organization members must be made aware that they are jointly and severally liable for the obligations of the Private Organization. The absence of liability insurance places their personal assets immediately at risk in the event of Private Organization liability. You should only request a waiver for liability insurance if your Private Organization's risks are negligible.

PART I: WAIVER REQUEST

1. NAME OF PRIVATE ORGANIZATION	2. DATE SUBMITTED	
3. WAIVER JUSTIFICATION (Describe how your Private Organization's activities are such that the risk of liability is negligible. For example, describe what your Private Organization does, to include meetings, special functions, charitable events, and local fund raisers.)		
4. NAME OF INDIVIDUAL RESPONSIBLE	5. SIGNATURE	6. DATE

PART II: DOCUMENTATION OF UNDERSTANDING OF JOINT AND SEVERAL LIABILITY OF OBLIGATIONS

*Members of the Private Organization must read this **important information related to your membership** in this private organization.*

7. DOCUMENTATION OF UNDERSTANDING

You must read DAFI34-106, *Private Organizations Program*, in its entirety. By signing below, you acknowledge that you have read this DAFI in its entirety.

In accordance with DAFI34-106, paragraph 5.16, this Private Organization must have liability insurance to protect against claims and/or lawsuits which may arise from the activities of the Private Organization or its members, unless the Installation Commander or delegee waives this requirement.

The Installation Commander or delegee may waive the requirement for continuous liability coverage, however he/she may still require liability insurance for specific events that involve greater risk of injury or damage. Insurance waivers must be reevaluated annually. Insurance should be required unless the activities of the Private Organization are such that the risk of liability is negligible.

The government is not responsible for any claims that arise from the activities of the Private Organization or its members.

As a member of this Private Organization, you are jointly and severally liable for the obligations of the Private Organization. The absence of liability insurance places your personal assets immediately at risk in the event of Private Organization liability. Liability depends on the jurisdiction the Private Organization operates in, but generally pertains to injury to persons and/or damage or loss of property.

Your understanding of these facts must be documented. Therefore, if you understand these facts, you must sign and date the roster below.

8. CERTIFICATION			
8A. NAME	8B. TITLE	8C. SIGNATURE	8D. DATE

CERTIFICATION TO ESTABLISH OR RENEW A PRIVATE ORGANIZATION
 (SECTION 3: Liability Insurance Waiver, *continuation page*)

PART III: STAFF JUDGE ADVOCATE RECOMMENDATION

10. RECOMMENDATION <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL	11. COMMENTS	
12. JUDGE ADVOCATE NAME, RANK	13. SIGNATURE	14. DATE

PART IV: LIABILITY INSURANCE WAIVER APPROVAL (INSTALLATION COMMANDER/DESIGNEE)

15. APPROVAL <input type="checkbox"/> WAIVER IS APPROVED <input type="checkbox"/> WAIVER IS DISAPPROVED	16. COMMENTS	
17. APPROVAL AUTHORITY NAME, RANK	18. SIGNATURE	19. DATE

CERTIFICATION TO ESTABLISH OR RENEW A PRIVATE ORGANIZATION
(SECTION 4: Basic Constitution and Bylaws)

The Private Organization will review and make necessary entries and edits in the basic constitution and bylaws in Part I.

PART I: BASIC CONSTITUTION

**ARTICLE I
NAME AND PURPOSE**

Section 1. The name of the organization shall be the _____, hereby referred to as the 'Private Organization.' The Private Organization is a self-sustaining special interest group, set up by individuals acting exclusively outside the scope of any official capacity as members of the DAF or Federal Government, to include uniformed service members, civilian employees, DAF-affiliated contractors, and their families residing on the installation or part of the larger installation community in accordance with Department of the Air Force Instruction 34-106.

(Private Organizations using the name or abbreviation of Offutt Air Force Base or an Air Force organizational unit, the organization will operate under this name only with the explicit permission of the Installation Commander. Private Organizations using the name or abbreviation of the Air Force or Department of Defense will operate under this name only with the explicit permission of the Air Force Services Center.)

Section 2. The Private Organization is a voluntary organization dedicated to the following goals:

**ARTICLE II
GENERAL PROVISIONS**

Section 1: Authority. Upon approval of this Constitution and Bylaws by the Installation Commander, the Organization shall operate as a private organization pursuant to DAFI 34-106. Operations on Offutt AFB will occur only with the written consent of the Installation Commander or delegated representative. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force Instructions. This Organization is not a Non-Appropriated Fund Instrumentality, nor is it entitled to the privileges and immunities of the Federal Government.

Section 2: Liability. The individual members of the Organization are jointly and severally liable for the obligations of this Organization. Each member of the Organization will be given a copy of this Constitution upon joining and will sign an acknowledgment that he/she has read the Constitution and understand its contents.

**ARTICLE III
OFFICERS AND GOVERNING BODY**

Section 1: Officers: Powers and Duties. The Governing Body of the Organization shall consist of a President, a Vice President, a Secretary, and a Treasurer. These officers are the Executive Committee for the Organization.

President: The President shall preside at all regular and special meetings of the organization, and of the Executive Committee, and shall perform the primary role that is parliamentary. The President will convene the Executive Committee meetings or any requested non-scheduled meetings of the committee. The President will also be a signatory on the Organization bank account.

Vice President: The Vice President will serve as an active, voting member of the Executive Committee. The Vice President shall assist the President and preside over any meeting the President is unable to attend. He/she will serve as an active, voting member of the Executive Committee. The Vice President will also be a signatory on the Organization's bank account.

Secretary: The Secretary will serve as an active, voting member of the Executive Committee. He/she will prepare the minutes of each committee meeting and present the finalized minutes of each meeting to the President. The Secretary is responsible for ensuring the minutes of the meeting and agendas of each meeting are disseminated to the general membership. The Secretary will maintain files of correspondence generated by and for the Organization. The Secretary will be a signatory on the Organization's bank account.

Treasurer: The Treasurer will serve as an active, voting member of the Executive Committee. He/she will transact all banking and financial business of the Organization. The Treasurer is responsible for keeping accurate books, reflecting all monetary transactions made on behalf of the Organization. All funds will be maintained in a checking account. The Treasurer will present an updated status of Organization funds at each meeting. The Treasurer will be the primary signatory on the bank account.

Section 2: Elections.

Nominations: Nominations for Officers will be taken _____. Nominations will not be accepted unless the candidate is present and accepts the nomination, or the proposed nominee has previously given written acceptance of his/her nomination. Nominations will be accepted via e-mail (with confirmation from the candidate), or from the floor during the meeting.

Voting: Voting for Officers will be by secret ballot. Absentee ballots will be issued upon request not less than two weeks prior to the election. Absentee ballots must be turned in to the President or his/her designated individual by election day (MM/DD/YY). A majority (more than 50 percent) of the cast ballots is needed to be elected to an Officer position. If no candidate receives a majority of the votes cast, a run-off will be held between the top two vote getters.

Terms of Office: Officers' terms are for one year. Vacancies in elected positions occurring prior to the regularly scheduled election shall be filled by a majority vote of the membership present at the next General membership meeting or special membership meeting specifically called for that purpose and advertised for at least 15 calendar days before the meeting date.

Section 3: Committees.

Standing committees may be established as the need arises to resolve problems or to conduct Organization activities. Membership on a committee shall be by appointment of the President with the concurrence of a simple majority of the voting members present at the General Membership meeting.

ARTICLE IV MEMBERSHIP

Membership: Membership is open to any members of the DoD Community affiliated with Offutt AFB, Nebraska interested in the purpose and mission of the Organization. Membership will be granted regardless of age, race, religion, color, national origin, disability, ethnic group or sex of the proposed member. Only dues paying members in good standing (good standing shall be defined as not more than three months in arrears in the payment of their dues) may vote on issues requiring a quorum.

Termination of Membership: Membership shall be terminated when
A member may also voluntarily submit a written withdrawal from membership in the Organization.

ARTICLE V METHODS OF FINANCING

Finances shall be determined according to the **MISC.** year of the organization, which shall run _____ to _____. The Organization shall maintain a checking account in its name for the deposit and withdrawal of funds. Withdrawals shall only be for approved purposes and shall be upon the joint signature of any two officers as defined in Article III, Section I.

Monthly Dues:

Fund-raising: The Organization shall also conduct on-base fund-raising activities, to include bake sales, to raise funds for various Organization functions. All fund-raising activities will be coordinated and approved in writing by the installation commander or designee as required by Air Force Instructions regarding fund-raising on-base.

Usage of Council Funds: All membership dues and fund-raising profits of the Organization shall be used for expenses, programs, and special activities. Authorization of expenditures exceeding \$ _____ will be determined by a quorum of membership.

The income of the Organization will not accrue to individual members of the Organization.

ARTICLE VI ACTIVITIES

The Organization will sponsor a minimum of two events throughout the calendar year using proceeds from dues and fund-raising activities. The Executive Committee will determine the type of events.

ARTICLE VII MEETINGS AND QUORUMS

Section 1: General Meetings.

General meetings will be held on a monthly basis or as deemed appropriate by the President. Agenda items shall be received by the Secretary not later than four (4) days prior to each general meeting. Matters presented at the meetings shall be decided by a majority vote of the members present.

Section 2: Special Meetings.

The President shall hold an annual planning meeting in the month of _____ for the purpose of reviewing the Constitution and Bylaws, establishing a calendar of upcoming events, holding election of Officers, and establishing/reviewing goals and objectives for the upcoming calendar year. The annual planning meeting shall be attended by all members. The President may also call special meetings as he/she deems necessary or as requested by the Installation Commander or designee.

Section 3: Parliamentary Authority.

"Robert's Rules of Order," revised edition, shall govern in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

Section 4: Location.

The Organization shall hold its meetings on/at

Section 5: Quorum.

At least fifty percent of the voting membership and one Officer will constitute a quorum for the purposes of conducting routine business. A quorum of two-thirds of the membership and one Officer is required for constitutional changes and Officer elections.

**ARTICLE VIII
ADOPTION AND AMENDMENTS**

Section 1: Adoption.

This Constitution becomes effective upon adoption by an affirmative vote by majority of the general membership, review of 55 WG/JA, and final approval of 55 WG/CC or designee.

Section 2: Amendments.

Participating members may submit requests for revision of the Constitution at any time. All requests for revision will be reviewed and voted upon by the Executive Committee. A majority vote of the membership is required to revise the Constitution. If the request for revision is accepted, the Constitution will be amended accordingly. If the request for revision is rejected, the member who requested the change will be notified, in writing, of the reason(s) for the rejection. If no revisions are submitted, the Constitution must be updated every two years or when there is a change in the purpose, function or membership eligibility of the Organization.

Any revision of the Constitution is subject to review by 55 WG/JA and final approval of 55 WG/CC or designee.

**ARTICLE IX
DISSOLUTION**

Section 1: Methods of Dissolution.

The Organization may be dissolved by a vote of the members or by order of the Installation Commander. The Executive Committee shall draft a dissolution plan for termination of the Organization. The President of the Council shall notify 55 FSS/CC/CL of the intent to dissolve and provide a copy of a dissolution plan to 55 FSS/CC/CL within 2 calendar days of the decision to dissolve.

Section 2: Settlement of Debts.

In case of dissolution, funds 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 a majority vote of the membership.

**ARTICLE X
INSURANCE**

The Organization will maintain liability and property damage insurance in accordance with AFI 34-223, paragraph 10.11 for operating as a private organization on Offutt AFB, Nebraska. The insurance policy is to expressly state that "neither the United States Government nor any non-appropriated fund instrumentality will be held liable for any claims or judgments against the Organization or its members." The liability insurance policy for the Organization shall remain in effect unless the Executive Committee seeks a waiver from the Installation Commander because the risk of liability is negligible.

**ARTICLE XI
PRIMARY AND ALTERNATE LOCAL REPRESENTATIVE**

Primary Representative Name & Contact Information:

Alternate Representative Name & Contact Information:

NON-STANDARD CONSTITUTION/BYLAWS DISCLAIMER
(SECTION 5: Deviation Request)

If a Private Organization deviates from the standard constitution and bylaws, the approval process will take a substantial amount of time. It is not advised for Private Organizations to deviate from the standard constitution/bylaws unless absolutely necessary.

PART I: DEVIATION REQUEST

1. REQUEST <input type="checkbox"/> REQUEST DEVIATION	2. JUSTIFICATION	
3. PRESIDENT NAME, PO TITLE	4. SIGNATURE	5. DATE

PART II: DEVIATION APPROVAL (INSTALLATION COMMANDER/DESIGNEE)

6. APPROVAL <input type="checkbox"/> REQUEST IS APPROVED <input type="checkbox"/> REQUEST IS DISAPPROVED	7. COMMENTS	
8. APPROVAL AUTHORITY NAME, RANK	9. SIGNATURE	10. DATE

MEMORANDUM FOR 55 FSS/FSR

FROM:

SUBJECT: Officer Roster

NAME: _____ E-mail: _____ Phone: (DSN or Home)

President:

Vice President:

Treasurer:

Secretary:

If your PO has additional POCs, please list below:

Organizational Address:

Social Media URL

Do you authorize Offutt's Private Organization Monitor to share your contact information with other POs in Offutt AFB? Yes No

1. The above personnel will hold office until
2. An updated officer roster will be provided to 55 FSS/FSR Private Organization Monitors yearly or whenever there is a change of officials.
3. All PO officers are trained or will be trained no later than 15 calendar days after taking office. It is our responsibility to ensure the training is scheduled and completed. Upon completion, a new officer roster will be provided to 55fss.fsr.privateorganization@us.af.mil
4. All PO officers have access to AFI34-223 and are knowledgeable of their roles and responsibilities as outlined in this and the POs Constitution and Bylaws.
5. By signing below the President certifies the following:
 - a. Outgoing board members have conducted transfer of documents and responsibility briefings
 - b. The books of the treasurer have been audited.

(PRINT NAME AND SIGNATURE)

President

DATE