



## Cover Sheet for Model Chapter Bylaws

NOTE the following from the Bylaws of the Air & Space Forces Association

ARTICLE VI. Section 5. Chapters. A. Charters.

(1) Applications for charters will be made to the Vice Chair of the Board for Field Operations through the President of the State Organization and the President of the Region. If no State Organization exists, application will be made directly through the President of the Region. Applications for charters in territories, possessions, or other countries will be submitted directly to the Vice Chair of the Board for Field Operations.

(2) Chapter governing documents shall not be inconsistent with the governing documents of the Association and its State Organization and shall be subject to periodic review by the Association staff.

A chapter application is reviewed by the Vice Chair of the Board for Field Operations of the State Organization and/or the Region. A recommended designation of the general vicinity for chapter operation will be included in the recommendation which is forwarded to the President/CEO of the Association.

Attached is a model for Chapter Bylaws. This is a single document combining the Bylaws to eliminate the confusion between both. The italicized language is mandated by AFA governing documents. The remaining language is patterned after the governing documents of the Association and State Organizations and may be used when appropriate for a chapter. Optional language to be determined by the chapter is underlined. These should be filled in when writing the Bylaws for the chapter and approved by those submitting the application for a charter.

Examples: Election or appointment of council members; whether past chapter or state president are to be permanent members of the Council; whether members of the nominating committee are elected or appointed and the number of members.

Select the other options based on the size and scope of the proposed chapter. An additional section on officer responsibilities like that in the State model may be added if the chapter feels it necessary.

Use the Governance Manual of the Air & Space Forces Association as a guide. The Chapter Bylaws must also comply with the requirements of the State Organization with which it will be associated. Become familiar with those documents.

Instructional language is in brackets and is not a part of the model.