

AFTAC ALUMNI ASSOCIATION WEST COAST CHAPTER

ARTICLES OF ASSOCIATION

ARTICLE I NAME AND ADDRESS

- Sec. 1 The name of this organization is, “AFTAC Alumni Association – West Coast Chapter”, hereinafter referred to as the West Coast Chapter, or abbreviated as “WCC”.
- (a) Background: AFTAC, the Air Force Technical Applications Center Headquarters, located at Patrick AFB, Florida, is also the home of the “Long Range Detection” (LRD) Alumni Association, which is the HQ Alumni organization. A major subordinate unit of AFTAC, the Technical Operations Division (TOD), [formerly called the Western Field Office (WFO) and then the 1155th Technical Operations Squadron (TOS)], was located at McClellan AFB in Sacramento, California. The West Coast Chapter of the AFTAC Alumni Association was officially formed on 19 April 1999 to serve the large number of personnel living on the West Coast who were members of one or more of these or other AFTAC units.
 - (b) The WCC mailing address will be published in a periodic newsletter, which is mailed to all active members of the WCC, and posted on WCC’s on-line web site.

ARTICLE II OBJECTIVES

- Sec. 1 The objectives of the WCC are:
- (a) To renew, strengthen and maintain the bonds established between members who served in these units.
 - (b) To foster and preserve the spirit of patriotism and love of country.
 - (c) To form a lasting bond between the retired, active, and former members of the AFTAC family, both military and civilian.
 - (d) To provide opportunities for contacts among the members through periodic reunions and other means of communication as may be developed.
 - (e) To organize and conduct reunions and other activities at times and places as determined by the Officers of the WCC. Major reunions will usually occur at six year intervals so as not to conflict with reunions scheduled by other AFTAC alumni chapters.

ARTICLE III MEMBERSHIP

Sec. 1 Those eligible for membership in the WCC are:

- (a) Current and former military members and civilian employees of AFTAC, its subordinate units, and predecessors of the same organization.
- (b) Widows and widowers of former members of the AFTAC organizations mentioned in Sec. 1(a), above.

Sec. 2 Dues:

- (a) Dues shall be \$5.00 per WCC member per calendar year. A WCC life membership shall be \$50.00. Husbands and wives of WCC members are included in the dues of their spouse. Widows and widowers of former active WCC members are automatically granted Life membership and are exempted from the payment of dues.
 - 1) Dues amounts may be adjusted by majority vote of the WCC Officers when deemed necessary to meet increased costs of member services provided. An annotation and record of the new dues structure will be made and kept by the WCC Secretary with these Articles of Association. Changing the dues will not require an amendment to these Articles of Association.
- (b) Dues are payable annually as of 1 January each year. Active members are those whose dues are current. Members whose dues are delinquent shall be known as inactive and will receive only the first issue of the newsletter beyond the end of the year for which their dues were paid.

Sec. 3 Membership Database:

- (a) A Membership Chairman shall be appointed by the President of the WCC. The Membership Chairman will establish and maintain a membership database on a personal computer using commonly available software and will periodically back up the membership database with consideration for disaster recovery purposes.
- (b) The names of all WCC members and known former members of WFO, 1155th TOS and TOD, along with their last known addresses, telephone numbers, and such other information deemed necessary for official use by the WCC, shall be maintained in this database. Information contained in this database as a whole is considered CONFIDENTIAL, but information on an individual may be shared with active members of the WCC and members of other AFTAC Alumni Associations. The WCC membership database may be combined with the databases of other AFTAC Alumni Associations and/or provided to Officials of those organizations when approved by the WCC Officers.
- (c) Active WCC members may request a list of the names of members of the WCC, which will be provided only in printed form and mailed via USPS

to the requesting WCC member. Active WCC members may also request the address and phone number of an individual member in the database, which will be provided to them via telephone or email. WCC members who do not want their address or phone number released shall not be included in this locator service and shall be identified as such in the database. Unauthorized or commercial use of information contained in the database shall be grounds for permanent dismissal from the WCC.

ARTICLE IV OFFICERS

- Sec. 1 The Officers of the WCC are defined as the President, the Vice President, the Secretary, and the Treasurer. An Assistant Secretary and/or Assistant Treasurer may also be elected and if so will also be known as Officers of the WCC. Officers must be active members of the WCC.
- Sec. 2 Other members who assist in preparing for and conducting reunions and other WCC activities shall be given titles by the WCC President appropriate to their functions.
- Sec. 3 If an Officer can no longer serve during an interval between elections, a temporary replacement shall be selected, if necessary, by the Board of Directors to serve until the next election of officers.
- Sec. 4 All WCC meetings shall be conducted openly. WCC business shall be conducted and decided by a majority vote of the active members present. A quorum for conducting WCC business shall be three Officers.
- Sec. 5 Officers and Committee members shall serve without compensation and must be able to attend the meetings required to plan for and conduct WCC activities. However, an occasional absence may be approved by contacting the person in charge of the activity involved.
- Sec. 6 All WCC Officers will act as Ambassadors of the WCC and will promote membership and active participation in the chapter to any and all known AFTAC Alumni.

ARTICLE V DUTIES OF OFFICERS

- Sec. 1 The President shall convene and preside over WCC general business meetings. The President shall conduct these meetings in accordance with the intent of *Roberts Rules of Order*. The President shall recommend active members to be appointed to chair committees. The President shall be a member of the Board of Directors. The President shall convene

general business meetings at least annually to review current projects of the WCC and to conduct elections on a two year cycle.

- Sec. 2 The Vice President shall assume the duties of the President when the President is absent or disabled. The Vice President shall be a member of the Board of Directors in the absence of the President.
- Sec. 3 The Secretary shall keep accurate minutes of all general business meetings of the WCC, and also minutes of the Board of Directors meetings if requested to do so by the Chairman of the Board. He or she shall keep the official copy and historical copies of the Articles of Association and any By-Laws that are adopted by the WCC. The assistant Secretary, if one is elected, will assist the Secretary in his/her duties as needed and will fill the duties of the WCC Secretary in case of his/her absence or incapacitation.
- (a) Copies of the minutes of a meeting will be provided to all the WCC Officers for review and approval at the next business meeting.
- Sec. 4 The Treasurer shall be the custodian of all WCC funds and shall make disbursements as required. The Treasurer shall keep all funds in an FDIC or NCUA federally insured account that provides for deposits and check-only withdrawals. Withdrawals of funds of the WCC require the signatures of two WCC Officers. The Treasurer shall be responsible for collecting records of income and expenses needed to prepare financial statements and tax returns. The financial statements shall be made available to active members who request them. They may also be included in WCC newsletters and/or on the WCC on-line web site. The Assistant Treasurer, if one is elected, will assist the Treasurer in his/her duties as needed and will fill the duties of the WCC Treasurer in case of his/her absence or incapacitation.
- (a) A report of incomes, disbursements and account balances since the last report will be provided to the WCC Officers at each business meeting.

ARTICLE VI BOARD OF DIRECTORS

- Sec. 1 There shall be a Board of Directors consisting of at least three elected Directors.
- (a) There will be a WCC “Chairman Of The Board”, who will be the person responsible for conducting meetings of the WCC Board of Directors as well as reporting on same to the WCC Officers, when needed.
- (b) There will be a WCC “Director At Large”.
- (c) The WCC President shall be an official member of the Board of Directors.

- (d) There may be a WCC “Assistant Chairman of the Board”, who will assist the Chairman whenever needed and who will fill in for the Chairman if he/she is absent or incapacitated.
- (e) When a board member can no longer serve during an interval between elections, the remaining board members, plus the Vice President of the WCC, shall select a replacement who is not an Officer of the WCC from among active WCC members who reside in the greater Sacramento area. The member so selected shall serve until the next regular election of officers. If an Assistant Chairman of the Board has been elected, that person will assume the duties of the Chairman of the Board and complete the term of office.
- (f) Directors must be active members of the WCC.

Sec. 2 Meetings of the Board of Directors are exempted from the provisions of the open meeting rule, Article IV, Sec. 4.

Sec. 3 Directors shall serve without compensation.

ARTICLE VII DUTIES OF DIRECTORS

Sec. 1 The Board of Directors shall exercise overview control of the WCC. The Board shall review routine operations performed by WCC Officers to insure that WCC objectives and the best interests of the WCC membership are being properly served. The Board has the responsibility of reviewing and recommending changes to the Articles of Association, the amendment of which must then be ratified by the Officers of the WCC.

Sec. 2 Directors are not required to participate in WCC general business meetings but may participate fully and do so at their discretion.

Sec. 3 Directors shall have the power to remove Officers for the good of the WCC.

ARTICLE VIII ELECTIONS

Sec. 1 Directors and Officers of the WCC will normally be elected for two-year terms. Elections will be scheduled within plus or minus 6 months of 1 June in the years of which an election is to occur.

Sec. 2 Election Process: Planning for an election will begin at such time as to allow for the following:

- (a) The WCC President will appoint a Nominating Committee Chairperson who will select at least two other WCC members as assistants.
- (b) A notice of an upcoming election will be placed in the WCC newsletter and on the WCC web site. The notice will include the date of the election (*normally a regularly scheduled business meeting*) and note that Officers and Directors will be elected by the active members present at that meeting.
- (c) The Nominating Committee will seek out WCC members to serve as an Officer or Director. The Nominating Committee will also solicit nominations from WCC members in the field.
- (d) The Nominating Committee will insure that each nominee is a WCC member who is willing and able to serve.
- (e) Nominations for all positions must be received at least 15 days prior to the date of the election.
- (f) For the election meeting, the Nominating Committee will prepare a ballot listing all the qualified nominees for each office. Immediately following the voting, the Nominating Committee will tally the votes. The person receiving the most votes for an office will be declared the winner.
- (g) In case of a tie for a position, the winner will be determined by a flip of a coin.
- (h) The Nominating Committee will then announce the names of all the newly elected Directors and Officers, all of whom will take office at the next scheduled business meeting.
- (i) The results of the election will be posted in the WCC newsletter and on the WCC web site.

ARTICLE IX FISCAL MANAGEMENT

- Sec. 1 When an activity is planned, members will be given a list of functions from which they may choose. They will be required to send appropriate funds to the WCC to cover the cost of the function(s) they have chosen. Any registration fee charged will not be refundable. All other costs will be refunded if the member is unable to attend after having sent funds to the WCC.
- Sec. 2 The planning of activities will be based on having funding as nearly equal to costs as possible. However, prudence dictates that a small excess of cash over cost is better than having a shortfall. Experience also shows that there must be some cash on hand for planning and announcing an activity before funding will become available from members who sign up to attend the activity. If the cash remaining in the account after an activity exceeds an amount that can be justified as necessary for planning the next activity

it will be retained and may be used to reduce the cost of the next activity. When approved by the Officers, funds may also be used for other purposes including, but not limited to, group picnics, parties, sympathy cards and flowers for memorials and/or funerals.

- Sec. 3 There shall be no paid employees of the WCC. Any services that cannot be performed by WCC members or volunteers shall be obtained from established business enterprises when approved by a majority of the WCC Officers. This is intended to cover costs for such things as rental of equipment, printing, and other such services as may be required, including costs associated with the establishment, administration and maintenance of a WCC web site.

ARTICLE X NEWSLETTER

- Sec. 1 Newsletter Editor: The WCC President will appoint an editor for the WCC's official newsletter.
- (a) Newsletters will be created by the Editor for mailing to all Active WCC Members within 4-6 weeks of each WCC business meeting. Additional newsletters and/or "Special Bulletins" may be created and mailed when requested by the WCC Officers.
 - (b) If needed, a committee of one or more WCC volunteers may be named to handle having copies of the newsletter made, obtaining and affixing first class postage, applying mailing labels obtained from the WCC Membership Chairman, folding and then mailing out the newsletters.
 - (c) An Assistant Editor may be appointed by the WCC President as needed. If one is named, he/she will assist the Editor and will take the place of the Editor in case of absence or incapacitation.

ARTICLE XI WEB SITE

- Sec. 1 Background: A global address of on-line content, documents and other resources, which is known as a "**Uniform Resource Locator**" (URL), was created for the WCC and registered on the World Wide Web for the first time in September of 2004. The WCC web site URL is: "**http://www.AFTACwest.org**".
- (a) The purpose of the WCC web site is rapid dissemination of relevant information to benefit all AFTAC Alumni.
 - (b) The WCC President will appoint a "Webmaster" to administer and maintain the WCC web site. The Webmaster must be knowledgeable with the coding, process and protocol of the Internet as related to creating and maintaining web sites.

- (c) An Assistant Webmaster may be named by the Webmaster and trained to assist in the maintenance and administration of the WCC web site.

ARTICLE XII AMENDMENTS

- Sec. 1 Changes to these Articles may be suggested by any WCC member and should be sent to the Chairman of the Board of Directors.
 - (a) Amendments to these Articles of Association must be composed under the direction and control of the Board of Directors and then approved by a majority vote of the WCC Officers to become effective.

ARTICLE XIII – DISSOLUTION

- Sec. 1 Upon the dissolution of the WCC no part of the monies of the WCC shall be used to benefit, or be distributed to, its members, Officers, or any private persons.
- Sec. 2 Upon a dissolution, assets of the WCC shall be distributed to the Air Force Aid Society.