

ASSOCIATION OF GRADUATES UNITED STATES AIR FORCE ACADEMY

CHARTER

Date: 1 OCT 2003

WAY OF LIFE AFFINITY GROUP OF THE USAFA ASSOCIATION OF GRADUATES

ARTICLE I – NAME

The name shall be the **WAY OF LIFE** (WOL) Affinity Group of the United States Air Force Academy Association of Graduates (USAFA AOG). The WOL Affinity Group may be referred to and will do business as the “**USAFA WOL Alumni Group.**”

ARTICLE II – PURPOSE

The USAFA WOL Alumni Group is formed with the goal of augmenting the leadership and service initiatives provided by the USAFA AOG. Our core objectives include, but are not limited to:

- Increasing the pool of qualified minority USAFA candidates
- Providing advice and counsel to USAFA cadets to maximize retention
- Providing advice and counsel to USAFA graduates to enhance professional development
- Providing leadership and service to local communities and to the nation

ARTICLE III – MEMBERSHIP

There are three (3) classifications of membership in the USAFA WOL Alumni Group:

Full Membership - Voluntary and open to graduates of the USAFA. Only financially active Full Members may hold elected office or chair standing committees.

Associate Membership – Voluntary and open to non-graduates of the USAFA who support the mission and core values of the USAFA WOL Alumni Group, the AOG and the USAFA. Associate members may vote and participate in the activities of the USAFA WOL Alumni Group to include chairing ad-hoc committees, serving on standing committees, and attending annual business meetings.

Corporate Membership - Voluntary and open to corporations and business partners who support the mission and core values of the USAFA WOL Alumni Group, the AOG and the USAFA. Financially active Corporate Members may participate in the activities of the USAFA WOL Alumni Group.

Membership in the USAFA WOL Alumni Group does not grant automatic AOG membership.

ARTICLE IV – DUES

A. Full Membership Dues – Annual membership dues for Full Members are based on “years since graduation” as of February 28th of the current calendar year. The dues schedule for Full Members is:

| | |
|----------------------------------------------------------------------------|--------------|
| 1. Graduates with less than one year | FREE* |
| 2. Full Members with less than 5 years since graduation pay | \$25.00 |
| 3. Full Members with 5 years, but less than 10 years since graduation pay | \$50.00 |
| 4. Full Members with 10 years, but less than 20 years since graduation pay | \$100.00 |
| 5. Full Members with 20 years, but less than 40 years since graduation pay | \$150.00 |
| 6. Full Members over 40 years | \$50.00 |

* Initial \$25.00 dues are not required until the calendar year after graduation.

Dues should be paid by February 28th of each calendar year, with March as a grace month. Dues not received by April 1st render the member financially inactive, and subject to reinstatement assessments. In order to be reinstated, a member must pay an additional \$10 administrative fee plus the annual dues owed.

B. Associate Membership Dues - Annual membership dues for Associate Members are \$25.00. However, the annual associate membership dues for professional educators (Kindergarten through 12th grade) are \$10.00. Dues should be paid with associate membership application submission and are not prorated. There are no penalties for Associate Members.

C. Corporate Membership Dues - Annual corporate membership dues are \$1,000.00. Dues should be paid with corporate membership application submission and are not prorated. There are no penalties for Corporate Members.

USAFA WOL Alumni Group dues are separate from AOG dues.

ARTICLE V – OFFICERS AND DUTIES

A. OFFICERS:

1. Members shall elect the USAFA WOL Alumni Group President, Vice President, Secretary, Treasurer and each member of the Board of Directors. **Article VI** governs specific Chairman and Board Member elections. Elected officers will serve a term of two (2) years and may only serve two (2) terms consecutively – a limit of four (4) consecutive years in the same elected office.

Although elections are held during annual business meetings, newly elected officers assume office on April 1st (post election). Outgoing officers shall update newly elected officers to ensure effective transitions. At minimum, outgoing officers will give transition briefings to include transferring operating handbooks and continuity folders to newly elected officers prior to new officer installation.

The President and Chairman of the Board must be members of the AOG.

2. Subject to approval by the Board of Directors, the President may appoint Full Members as liaisons to organizations such as:
- 1) Congressional Black Caucus
 - 2) National Alliance of Black School Educators
 - 3) Air Force Cadet Officer Mentor Action Program (AFCOMAP)
 - 4) USAFA Cadet Way of Life Committee (to be filled by the Cadet Way of Life Committee Officer-in-Charge (OIC) if the OIC is a Full Member of the USAFA WOL Alumni Group.

B. DUTIES:

1. The President shall:
- a. Ensure the day-to-day operations of USAFA WOL Alumni Group are consistent with the direction and goals established by the Board of Directors
 - b. Preside over meetings and events sponsored by the USAFA WOL Alumni Group
 - c. Appoint committee chairpersons and liaison officers, as necessary
 - d. Serve on the Board of Directors
 - e. Sign all contracts for the USAFA WOL Alumni Group
 - f. Develop and maintain an operating handbook
 - g. Present State of the Organization Report at annual business meeting
 - h. Submit the Affinity Group Annual Report to the AOG, as required
 - i. Assist the President-elect in presenting a proposed annual budget for the next fiscal year to the Board of Directors no later than March 15th
 - j. Write a quarterly “President’s Letter” for the organization’s website
 - k. Oversee the submission of all reports and forms as required
 - l. Conduct a formal transition meeting for newly elected officers

2. The Vice President shall:

- a. Perform the duties of the President when the President is absent
 - b. Develop and maintain an operating handbook
 - c. Oversee standing and ad-hoc Committees (except for the Budget and Audit Committee) in planning, coordinating, and executing programs.
 - d. Assist the Membership Committee Chairperson in at least one membership drive event or publicity program designed to increase membership
 - e. Assist the President in preparing the Affinity Group Annual Report to the AOG
 - f. Assist the President in preparing the State of the Organization Report for the annual business meeting
3. The Secretary shall:
- a. Publish all reports and information as requested by the President
 - b. Record meeting minutes and make available to the membership
 - c. Receive incoming organization mail and ensure proper routing or correspondence
 - d. Distribute meeting reminders to all members
 - e. Develop and maintain an operating handbook
 - f. Prepare the Affinity Group Status Renewal Form and the Affinity Group Request for Database Form for submission to the AOG by June 30th
4. The Treasurer shall:
- a. Be the primary custodian of all USAFA WOL Alumni Group funds and will present a financial status report at each regularly scheduled meeting
 - b. In accordance with financial policies, disburse funds as directed by the President and approved by the Board of Directors
 - d. Present quarterly financial updates to the Board of Directors
 - e. Assist the President and President-elect in submitting the proposed annual budget (by March 15th) and with preparing quarterly financial updates to the Board of Directors
 - f. Assist the President in preparing the Affinity Group Annual Report
 - g. Assist Membership Committee Chairperson with the Membership Report and submission to the AOG by June 30th
 - h. Develop and maintain Expense Request Forms and communicate procedural process to the membership
 - i. Collect all proposed annual budget requests and Expense Request Forms
 - j. Maintain the USAFA WOL Alumni Group bank accounts
 - k. Develop and maintain an operating handbook
 - l. Process required IRS forms

ARTICLE VI – BOARD OF DIRECTORS

The governance and management of the USAFA WOL Alumni Group shall be vested in an executive body of six (6) of its Full Members known as the Board of Directors. The President automatically serves on the Board of Directors but as a non-voting member. On all questions of interpretation of the Charter or other USAFA WOL Alumni Group Rules, the decision of the Board of Directors shall be final unless later rescinded by a two-thirds majority vote of members present or represented by proxy. The Board of Directors shall have the authority to approve proposed annual budgets submitted by the President.

Although elections are to be held during annual business meetings, newly elected Board Members will assume office on April 1st (post elections). Like other elected officers, Board Members will serve a two (2) year term and are limited to two (2) consecutive terms. Three (3) Board Members are elected during even year annual business meetings. Two (2) Board Members are elected during odd year annual business meetings enhancing board stability. Annually, each newly elected Board selects The Chairman of the Board at the first Board Meeting held following the elections. A Chairman may serve a maximum of four (4) consecutive years – a limit faced by all elected officers. A quorum for a Board Meeting will be three (3) voting Board Members, either present or written proxy. A majority vote of the quorum will be required to decide issues before the Board.

ARTICLE VII – MEETINGS

The Annual Business Meeting shall be held for the purpose of electing new officers for the upcoming year and conducting other business. The Board of Directors will determine the date and location. Full Members shall elect the President, Vice President, Treasurer, Secretary and two (2) Board Members during odd year annual business meetings. Full members shall elect three (3) Board Members during even year annual business meetings.

ARTICLE VIII – COMMITTEES

Standing committees may be formed as directed by the Board of Directors and shall include:

- A. Membership Committee** – Should consist of at least one (1) Full Member from each decade (60's, 70's, 80's...) of USAFA classes. Plans, coordinates, and executes at least one membership drive event or publicity program during each year.
 - Maintain an updated Membership Roster
 - Receive and process all Applications for Membership (assisted by the Treasurer)
 - Prepare the Affinity Group Membership Report for submission to the AOG as required by 30 June each year (assisted by the Treasurer)
- B. Communications Committee** – Ensures the USAFA WOL Alumni Group's website is maintained and updated with pertinent information.
- C. Elections Committee** – Responsible for all nominations and elections. Ensures nominations are completed one month prior to annual business meeting elections. Develops an absentee and proxy system. Works to achieve a secure electronic voting system (web voting). Oversees the election process of the President, Vice President, Secretary, Treasurer and two (2) Board Members during odd year annual meetings and the election process of three (3) Board Members during even year annual business meetings.
- D. Budget and Audit Committee** – Responsible for establishing USAFA WOL Alumni Group financial and investment policies, and associated guidelines with the assistance of independent professional consultants. Reports directly to the Board of Directors.

- E. Special Events Committee** – Responsible for outreach programs in support of the USAFA WOL Alumni Group goals and objectives.

ARTICLE IX – FISCAL YEAR

The fiscal year will be April 1st through March 31st.

ARTICLE X - AMENDMENTS

Amendments or changes to this Charter may be made at any USAFA WOL Alumni Group annual business meeting by a two-thirds vote of full members either present or represented by proxy.

ARTICLE XI – DISSOLUTION

If necessary, dissolution shall be completed in accordance with all applicable federal, state, and local laws and regulations. Assets in excess of obligations shall be distributed as directed by majority vote of the membership with consideration given to donation to the AOG.