



MEMORANDUM FOR 6 FS	S/ FSR	
FROM:		
SUBJECT: Request to Establi	sh a Private Organization on MacDill A	AFB
1. Request permission for organization on MacDill AFB	in accordance with AFI 34-223.	to establish a private
	nducted as outlined in the constitution a nentation necessary in establishing a pri	
3. Point of contact for this	s PO is	(Name and Phone number).
4. We understand that PO must be facilitated through FS:	s are limited to three (3) fundraisers per S for approval.	r calendar quarter, and any requests
	President	
Attachments: 1. Insurance/Waiver of Insura 2. Letter of Understanding 3. Current Officer Information 4. Constitution 5. Bylaws		
1st Ind, 6 FSS/FSR		
MEMORANDUM FOR 6 AR	W/JA	
Recommends Approved	for the following reasons:	

6th Force Support Squadron PO Monitor

2d	Ind.	6	ARW/JA
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MEMORANDUM FOR 6 FSS/DD

Recommends Approved

6 ARW, Assistant Staff Judge Advocate

3d Ind, 6 FSS/DD

MEMORANDUM FOR 6 MSG/CC

Recommends Approved

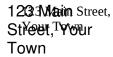
Deputy, 6th Force Support Squadron

4th Ind, 6 MSG/CC

MEMORANDUM FOR 6 FSS/FSR

Recommends Approved

ROBERT P. MAGEE, COL, USAF Commander, 6th Mission Support Group



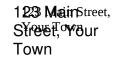


MEMOR A	ANDUM FOR 6 F	SS/FSR		
		RW/JA		
		SS/DD		
	6 N	ISG/CC		
FROM:				
SUBJECT	: Insurance Waive	r Request for Private O	rganization	
requirement is negligible obligations liability in waiver requested commanded approval designations.	nt. Insurance should. PO members mess of the PO, and the surance places their quests through the stothe Mission Super or delegates may locument must adv	d be required unless the ust be made aware that eir understanding of the repersonal assets immediately legal office proof Group Commander waive the requirement ise the PO that the communication is the second commander waive the requirement is the requirement i	they are joe liability mediately at rivior to approer. No further the for continumander mander mande	ess the Installation Commander waives the of the PO are such that the risk of liability intly and severally liable for the nust be documented. The absence of sk in the event of PO liability. Forward all oval. This waiver authority may be er delegations are authorized. The nous liability coverage; however, the sy still require liability insurance for Insurance waivers must be reevaluated
1.	Request			nted a waiver of the requirement for
	liability insurance	e pursuant to AFI 34-22	23.	
2.				y of activities with extremely low liability ies, picnics, and other gatherings.
1st Ind, 6	FSS/FSR			President
MEMOR	ANDUM FOR CA	DW/IA		
MEMORA	ANDUM FOR 6 A	KW/JA		
Recomme	nd Approved	for the following	reasons:	

6th Force Support Squadron PO Monitor

1223 Main Street,
S łre et ^r ovour
Town

2d Ind, 6 ARW/JA	
MEMORANDUM FOR 6 FSS/DD	
Recommends Approved	6 ARW, Assistant Staff Judge Advocate
3d Ind, 6 FSS/DD	
MEMORANDUM FOR 6 MSG/CC	
Recommends Approved	Deputy 6th Fares Symment Says dron
	Deputy, 6th Force Support Squadron
4th Ind, 6 MSG/CC	
MEMORANDUM FOR 6 FSS/FSR	
Recommends Approved	
	ROBERT P. MAGEE, COL, USAF Commander, 6th Mission Support Group





IVI.	EMURANDUM FOR 6 FSS/FSR	Date
FR	OM:	
SU	BJECT: Letter of understanding for Insurance Wavier	
me	accordance with AFI 34-223, para. 9.2.2., Provide certismbers have been notified and understand their personal ovided by law.	
1.	We, the members of	, have read and understand the terms
2.	We understand that we are a special interest group act capacity as officers, employees or agents of the federa	
3.	We understand that is not government responsible and/or liable.	a federal entity. In no way is the federal
4.	We have been informed and understand that we are jost this PO and acknowledge the absence of liability insurrisk in the event of a PO liability.	
5.	Furthermore, we understand that liability insurance magnetic risk of injury of damage.	ay be required for specific events that involve a
		President Signature

NOTE: This form requires the signature of all *active board members*.

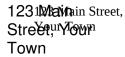




Private Organization	Date
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SIGNED BY ALL ACTIVE BOARD MEMBERS

Member's Name	Signature
2.20112.02 8 2 (Walls	~ ig.iiiiiii



Date:



MEMORANDUM FOR 6 FSS/ FSR

FROM:	
Address:	
SUBJECT: Current Officer Information (NO RANKS, C	GOVERMENT EMAILS OR PHONE
NUMBERS ALLOWED)	
<u>President:</u>	
Name:	
Telephone (Include area code): Cell:	
E-mail address:	
Vice President:	
Name:	
Telephone (Include area code): Cell:	
E-mail address:	
Secretary:	
Name:	
Telephone (Include area code): Cell:	
E-mail address:	
Treasurer:	
Name:	
Telephone (Include area code): Cell:	
E-mail address:	
	President
	Fresident
	Data
	Date



CONSTITUTION

ARTICLE I	
NAME AND PURPOSE	
Section A: This organization shall be known as As used hereinafter, it may be referred to as the	(Name of PO).
Section B: The purpose of this organization is:	
ARTICLE 2	
GENERAL PROVISIONS	
Section A: In accordance with AFI 34-223, the	ons with any of PO) operates eration is Force instructions n-appropriated government. estate of Florida assets are
<u>ARTICLE 3</u>	
OFFICERS AND GOVERNING BODY	
The officers of	E: President, Vice

In accordance with AFI 34-223, Paragraph 10.1.2.3. POs must prominently display the following disclaimer on all print electronic media mentioning the POs name confirming that the PO is not part of the DoD: "THIS IS A PRIVATE ORGANIZATION. IT NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

ARTICLE 4

MEMBERSHIP OR PATRONAGE

Section A: Membership eligibility in the	(<i>Name of PO</i>) is
automatic upon permanent or temporary assignment to the	and extends to
all active duty and civilian employees of the unit.	
Section B: The privilege of inviting guests is extended to all members. a limitation of the number of guests that can be accommodated, the menumber of guests that can be invited by each member.	1 1 0
Section C: IAW AFI 34-223, para 10.2 We do not discriminate in hirin policies on the basis of age, race, religion, color, national origin, disability	
ARTICLE 5	
METHOD OF FINANCING	
Section 1: The source of income for	(Name of PO) will
be derived from:	
a	
b	
<u>ARTICLE 6</u>	
ACTIVITIES	
The membership, acting through its elected officers, shall be responsib	
funds of the	(Name of PO) and all
activities with which	me of FO) are involved.

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ARTICLE 7

MEETINGS AND QUORUMS

Section A: General Membership. Unless otherwise decided by the active membership, there shall be a regular membership meetings
Section B: Quorum. At all regular and special meetings of the general membership, 33 percent (which will include a minimum of two executive officers) of active associates shall constitute a quorum. Except as otherwise specified in this Constitution, a majority vote of the members present shall be required to pass any motion or transact any other business.
Section C: Special Meetings. Special meetings will be called by the President at any time when: a

ARTICLE 8

ADOPTIONS AND AMENDMENTS

Section 1: These Bylaws may be amended or revised by a two-thirds majority vote of the active members present at any regular or annual membership meeting, providing that there is a quorum and the amendment or revision was submitted in writing at a previous regular or annual membership meeting. If approved by a two-thirds majority, the amendment(s) is/are submitted to the Private Organization Monitor 6th Force Squadron (6 FSS/FSR) subject to final review by the installation commander (IAW AFI 34-223).

Section 2: Officers in office when Constitution/Bylaws is/are adopted will remain in office until the next scheduled annual regular election.

ARTICLE 9

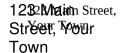
DISSOLUTION

In case of dissolution of the organization, whatever funds are contained 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 the membership. The residual assets (if any) will be turned over to one or more other organizations to be determined by the general membership at the time of dissolution.

ARTICLE 10

AFI 34-223 10.15

POs must have liability insurance unless the Installation Commander waives the requirement. Insurance should be required unless the activities of the PO are such that the risk of liability is negligible. PO members must be made aware that they are jointly and severally liable for the obligations of the PO, and their understanding of the liability must be documented. The absence of liability insurance places their personal assets immediately at risk in the event of PO liability. Forward all waiver requests through the servicing legal office prior to approval. This waiver authority may be delegated to the Mission Support Group Commander. No further delegations are authorized. The commander or delegates may waive the requirement for continuous liability coverage; however, the approval document must advise the PO that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage. Insurance waivers must be reevaluated annually.





BY LAWS

Article I

General Information

Bylaws and rules governing the	<i>(Name of P.O.)</i> are promulgated
for the information and guidance of all concerned. Members are enjo	oined to observe the spirit and
intent of the Bylaws and rules at all times.	

<u> Article 2</u>

Duties of Officers

- a. *President* The president shall have the usual powers of supervision and management, which pertain to the office of president and will perform the following duties:
 - (1) Preside at all meetings of the general membership.
 - (2) Appoint a vice-president.
 - (3) Appoint a chairperson for each committee.
 - (4) Be an ex-officio member of all committees.
 - (5) Countersign all minutes.
 - (6) Vote only in case of a tie in meetings of the general membership.
 - (7) To call special meetings.
 - (8) Retains copies of Constitution and Bylaws.
- b. *Vice-President-* The vice-president shall perform the duties of the president/treasurer in their absence and shall act as assistant to the president and vote only in case of a tie in meetings of the general membership when performing duties of the president. The vice-president will be the president's appointed representative to this organization.
- c. *Secretary* The secretary shall be the custodian of all records, conduct correspondence of this association, and shall have the following duties:
 - (1) Record and maintain a file of all minutes of meetings of the general membership.
 - (2) Maintain all records of the association other than financial records.

- (3) Coordinate with a facility to provide a place to hold meetings and to provide notification of meetings to all members.
 - (4) Maintain a list of names of officers and executive committee.
- (5) Retains copies of Constitution and Bylaws and has them available at all meeting and will provide a copy to any active member for review upon request.
- d. *Treasurer* The treasurer shall be the custodian of all financial records of this association and shall have the following duties:
 - (1) Countersign contracts executed by the president.
 - (2) Sign all checks.
 - (3) Receive and be responsible for all funds and assets of this association.
 - (4) Make authorized disbursements.
 - (5) Maintain necessary bank accounts.
 - (6) Maintain all financial records.
 - (7) Present a monthly financial report to the general membership.
- (8) Present the books and financial records of this association for audit when directed by the general membership.
- (9) Make the books and financial records of this association available for inspection and review when requested by the president.

Article 3

Elections and Voting

Section 1- General: Except as otherwise specifically provided herein, the provisions of Article 3 apply to election meetings.
Section 2- Election of Officers: Election of officers will be held annually at the regular monthly meeting in
Section 3- Nominations: Nominations will be made from the floor. Only those members present may be nominated for office unless an absent member had informed one of the present officers of member's willingness to serve in an elected position.
Section 4- Special Elections: Special elections will be held at a time and place designated by the president. At least 5 days' notice of special election will be provided to all members in writing. At the special election meeting, nominations may be made from the floor. After nominations have been closed, the membership will elect an officer for each vacancy in accordance with the constitution.
<u>Article 4</u>
Dues and Fees
There shall be (amount) fees or dues required for membership in this organization.
Standing Committees Article 5
Section 1: General. The president shall appoint standing committees for the period concurrent with his her term of office. The president may from time to time appoint special committees as may be necessary to carry out the business of this association.
Section 2: Standing Committees. The president will appoint chairpersons of standing committees. The standing committees and their duties and responsibilities shall be as follows:
b. Fundraising Committee. The fund-raising committee will be responsible for gathering information and supervising upcoming fund-raising projects for this council.
c

In accordance with AFI 34-223, Paragraph 10.1.2.3. POs must prominently display the following disclaimer on all print electronic media mentioning the POs name confirming that the PO is not part of the DoD: "THIS IS A PRIVATE ORGANIZATION. IT NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."

Article 6
Finances and Taxes
An annual audit of all funds, moneys and assets of the
Article 7
Insurance Coverage
The
Awards/Gifts
President

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Vice President_____

Secretary____

Treasurer____

- All orgs are subject to the same taxes and laws as civilian activities; although, some qualify for tax exempt status. No one is automatically exempt as tax exemption requires application with the IRS.
- It's the responsibility of the PO/UA to obtain the information and forms through the IRS and maintain both status and any documentation required.
- The PO coordinator does not submit tax info for you and does not have access to tax info or tax id numbers (unless you've provided it before) nor can the PO Monitor give advice on tax application, status, or laws.
- For more information see IRS Publication 557 (Section 501 (c)(19), visit:
- o Already established with IRS:
- https://www.stayexempt.irs.gov/Starting-Out
- o Not established with IRS/Unsure:
- https://www.irs.gov/charities-non-profits/types-of-tax-exempt-organizations
- https://www.irs.gov/Charities-&-Non-Profits/Before-Applying-for-Tax
- https://www.irs.gov/Charities-&-Non-Profits/Applying-for-Tax-Exempt-Status

Tax Exempt Organization Search is a new online search tool on irs.gov that allows users to search for certain information about an exempt organization's federal tax status and filings.

https://apps.irs.gov/app/eos/

https://www.stayexempt.irs.gov/

Employer ID Numbers

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online. This is a free service offered by the Internal Revenue Service and you can get your EIN immediately. You must check with your state to make sure you need a state number or charter.

https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein

Apply Online

The <u>Internet EIN</u> application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued *immediately*.

Lost or Misplaced Your EIN?

Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800-829-4933. The hours of operation are 7:00 a.m. - 7:00 p.m. local time, Monday through Friday.