

Arnold Air Force Base  
Community Council  
By-Laws

Article I

NAME:

The name of this organization shall be Arnold Community Council (for short titled ACC).

Article II

PURPOSES, POLICIES, AND OBJECTIVES:

- A. The purpose of this organization shall be to enhance relations between the base and the surrounding communities.
- B. This organization shall be noncommercial, nonsectarian, nonpartisan, and nonprofit. It shall not endorse a single commercial enterprise or political interest.
- C. The objectives of this organization are as stated in the charter and shall be developed through conferences, committees and projects.

Article III

MEMBERSHIP AND DUES:

- A. Individuals participating in the activities of this organization will be referred to as community council members. The general membership will come from the surrounding area as stated in the Charter.
- B. Annual dues of community council members shall be determined as stated in the Charter and payable at a time determined by the Board of Directors. Dues for military members will be voluntary contributions only.
- C. Honorary {Life} Memberships without dues may be conferred on any individual by an unanimous vote of the Executive Committee and approval by the Board of Directors.
- D. A roll will be kept of all members of the organization. Upon admission of a new member, his/her name shall be added to the roll. **In the event of death, resignation, or any member moving from the area, the member's name shall be deleted from the roll.**

Article IV

OFFICERS AND ELECTIONS:

Officers for this organization shall be elected and serve as provided in the Charter and shall be elected and authority as provided in these By-laws and the Charter. Officers shall assume the responsibilities of office upon election. The first officers shall be formally installed at the first ACC meeting following their election. Thereafter, beginning in 2001, officers shall be formally installed at the monthly ACC meeting in October of each year.

## Article V

### DUTIES OF OFFICERS:

A. The President shall preside at all meetings of this organization and of the Executive Committee. Furthermore, the President will perform such other duties as may be prescribed in these By-laws or assigned by the organization or Board of Directors. He/she shall coordinate the work of the other officers and the standing and special committee heads in order that all objectives may be achieved. The President will appoint all committee heads with approval by the Executive Committee. (Committee members will be appointed by each committee head and approved by the Executive Committee.)

B. The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve. He/she shall additionally be responsible for planning and organizing the regularly schedule programs of the organization, to include the monthly ACC morning meeting. The Vice-President shall assist the President as needed and shall become familiar with all activities of the committees in order to advise the President and the Executive Committee thereof and coordinate the committee activities. He/she shall report to the general membership each month on all pertinent committee activities.

C. The Secretary shall keep and maintain all records of the organization, to include minutes of all meetings. {It shall also be the duty of the Secretary to, at all times, keep the membership rolls current and up-to-date.} He/she shall also perform such other duties as may be delegated by the President. The Secretary will ensure the Arnold Air Force Base Public Affairs Office receives a copy of {the current membership rolls at least quarterly and also copies of} all minutes.

D. The Treasurer shall receive and disburse all moneys of the organization in accordance with the budget approved by the Executive committee and Board of Directors and keep accurate records thereof. All moneys shall be deposited in , and withdrawals made from, a checking account in the bank of the executive committee's choosing (as approved by the Board of Directors). **Statements of dues shall be issued by the Treasurer in accordance with these By-laws, and the Treasurer shall at all times keep the membership rolls current and up-to-date and furnish a current copy of such membership rolls to the Arnold AFB Public Affairs Office at least quarterly.** He/she shall present a financial statement at each meeting of the organization and at other times when so requested by the President. These accounts of the Treasurer shall be audited annually by a committee of not less than three members appointed by the President at least sixty days prior to the annual meeting in October.

E. The Arnold AFB Public Affairs Office will send out monthly invitations to the ACC meeting and receive the RSVPs, as well as make telephone calls related to this process. The office will work with the community Chambers of Commerce and/or mayors to draft letters of appointment to add new members to the ACC and update IDs, etc. The Public Affairs Office will also give a head count of RSVPs so the Canteen group (AEDC A & E Cafeteria) or counterparts at other locations if required. The office will supply a list of military speakers available to speak at monthly ACC luncheons or special events. The ACC will handle the day-to-day operation of the organization and all related matters. The Public Affairs Office will work with the Board of Directors and the committees to handle other issues as they arise.

## Article VI

### MEETINGS:

Meetings of this organization shall be held as prescribed in the Charter.

## Article VII

### QUORUM:

A. A majority of eligible members shall constitute a quorum for the purpose of transacting business by the full ACC body. Two-thirds of the total membership of the Executive Committee and a majority of the total membership of the Board of Directors shall constitute a quorum for the purpose of transacting business.

B. The privilege of holding office, introducing motions, debating, and voting shall be limited to paid-up community council members.

## Article VIII

### AMENDMENTS:

A quorum must be present as prescribed above. The Charter and By-laws may be amended at any regular meeting of the organization by the affirmative vote of two-thirds of the general membership present, upon the presentation in writing of proposed changes. These changes must be presented at least one meeting prior to the meeting in which they are voted on.