Date: Oct 1, 2019

**Central Oklahoma CHAPTER of the ASSOCIATION OF GRADUATES**

**ARTICLE I — NAME**

The name shall be the **Central Oklahoma Chapter of the ASSOCIATION OF GRADUATES**

**ARTICLE II — PURPOSE**

The chapter shall be dedicated to furthering the principles and welfare of the United States Air Force Academy and Association of Graduates. This chapter endeavors to serve its community (including the veteran community), its country, and the graduates of the Air Force Academy. The chapter shall also emphasize cadet liaison and outreach, member network and mentoring, cadet recruitment, and public service objectives. The chapter provides a forum for comradeship of its members.

**ARTICLE III — MEMBERSHIP**

**§3.1. Classification** — Membership shall be Regular and Affiliate. An exception may be made with the majority concurrence of the Board of Directors.

**§3.2. Regular** – Any graduate of the United States Air Force Academy shall be eligible for Regular Membership.

**§3.3. Affiliate** – Individuals in the following capacities are eligible for Affiliate Membership:

**§3.3.a.** Parent of a cadet.

**3.3.b.** Any individual appointed by the USAFA Admissions Office as Liaison Officer.

**§3.4.** Regular Members shall renew their membership by paying in advance the dues for that year as fixed by the Board of Directors. There are no dues for Affiliate Members.

**§3.5.** Only Regular Members shall have voting rights.

**ARTICLE IV — BOARD OF DIRECTORS**

**§4.1.** The governance and management of the chapter is vested in an executive body of four of its Regular Members known as the Board of Directors. On all questions of interpretation of these By Laws or other rules of the chapter or issues raised by members, the decision of the Board of Directors shall be final. The president, as a member of the board of directors, will be the deciding vote if there is a tie. The Board of Directors shall have the author­ity to invest the chapter’s treasury in whole or in part in the manner it deems prudent to achieve maximum growth with reasonable safety.

**§4.2.** In the event of dissolution of the Central Oklahoma Chapter of the ASSOCIATION OF GRADUATES, funds and property remaining clear and unencumbered following final receipts and disbursements will be distributed as authorized by the chapter or by the Board of Directors.

**§4.3.** Members of the Board will initially be chosen by the first President of the chapter for the 1st year of the chapter from volunteer chapter members. Afterwards board members shall be elected for a period of two years, one-fourth being elected each year at the Annual Business Meeting of the chapter by a majority vote.

**§4.4.** Board Members are eligible for re-election.

**§4.5.** Each year those Members of the Board serving their second year shall comprise a nominating committee and shall nominate one candidate for each of the outgoing Board Members’ vacancies. Other nominations may be made from the floor at the Annual Business Meeting.

**§4.6.** If a vacancy occurs during the fiscal year, it shall be filled by a major­ity vote of a quorum of the Board for the unexpired term. Failure to attend two consecutive Board Meetings without justifiable reason shall be deemed equivalent to tender of resignation.

**§4.7.** A regular meeting of the Board shall be held once a quarter at the call of the President. It may be held in concurrence with a luncheon meeting.

**§4.8.** The Board shall establish operating committees as it deems necessary.

**§4.9.** The Board shall submit a report of the affairs of the chapter, with the expenditures of the past year and an estimate of the expenses for the coming year, at each Annual Business Meeting.

**§4.10.** The Board shall elect the Chairman of the Board, who shall preside over Board Meetings.

**ARTICLE V — OFFICERS**

**§5.1.** The officers of the chapter shall be a President, a Vice President, a Sec­retary and Treasurer, and such other officer or officers as the Board may from time to time determine.

**§5.2.** All officers shall be elected by the Board at its first meeting or following each Annual Business Meeting of the chapter.

**§5.3.** The term of office of each officer shall commence after appointment or at the beginning of the fiscal year following his or her election. The term of office is one year. Officers may be re-elected.

**§5.4.** Resignations shall not be effective until accepted by the Board.

**§5.5.** The President shall normally preside at meetings and dinners of the chapter and shall be a member of the Board of Directors. He shall sign all written contracts and obligations of the chapter. He shall perform such other duties as the Board of Directors may assign him. The President and Vice President will maintain the Chapter Website and utilize the Chapter email account to correspond with members, the AOG, and other entities as required.

**§5.6.** The Vice President shall have such powers and duties as prescribed by the President and will discharge the duties of the President in his absence. The President and Vice President will maintain the Chapter Website and utilize the Chapter email account to correspond with members, the AOG, and other entities as required.

**§5.7.** The Secretary shall be responsible for keeping the approved minutes of the chapter and of the Board of Directors, providing necessary reports, including the annual report, and keeping the seal of the chapter in the event that it is incorporated.

**§5.8.** The Treasurer shall be responsible for:

**§5.8.a.** Collecting dues and dinner assessments.

**§5.8.b.** Keeping a record as to the individuals from whom collected and for what purpose.

**§5.8.c.** Being the custodian of all chapter funds and disbursing the funds to defray expenses authorized by the chapter or the Board of Directors.

**§5.8.d.** Reporting the status of the funds at each meeting of the Board.

**§5.8.e.** Having his accounts audited under the direction of the Board in ad­vance of the Annual Business Meeting and at such other times as the Board may direct.

**§5.8.f.** Presenting an annual financial report to the Board in the report of the Annual Business Meeting.

**ARTICLE VI — MEETINGS**

**§6.1.** The Annual Business Meeting of the chapter for election to the Board of Directors, and other business as prescribed in the By Laws or raised by the president, shall be held an­nually during the fourth quarter or on such date as determined by the Board.

**§6.2.** Meetings are normally held monthly. Except for the Founders Day dinner in April and the Annual Business Meeting, meetings will normally be luncheon affairs. They will be primarily networking functions in nature and may include prominent guest speakers. Chapter business can be raised if the nature is announced to members in advance of the meeting.

**§6.3.** A quorum at any meeting of the chapter shall consist of 10 percent of the Regular Membership. A summary of the meeting discussions will be posted on the Chapter web page afterwards.

**§6.4.** A Founders Day dinner in celebration of the founding of the Air Force Academy on April 1, 1954, is held annually, normally on the Saturday nearest April 1.

**§6.5.** Business may be transacted at luncheon meetings if announced beforehand and also at the Annual Business meeting.

**§6.6.** The order of business at the Annual Business Meeting of the chapter shall be as follows: ascertainment of the presence of a quorum, financial report, reading of the minutes of the previous meeting, annual report of the preceding year’s activities and suggestions by the retiring officers, unfinished business, election of the Board of Directors, new business, and adjournment.

**ARTICLE VII — DUES**

**§7.1** Dues will be determined by the Board of Directors and funds shall be used to defray the expenses made necessary in the proper conduct of the affairs of the chapter. Dues are paid only by regular members (graduates) Donations above dues are also gladly accepted.

**§7.1. a.** The fiscal year begins Jul 1 and ends on June 30 of the following year. Annual dues for the coming fiscal year are payable in advance. Failure to pay dues will result in the removal of the member’s name from the Chapter’s membership rolls. However, the individual may still participate in most activities of the chapter, subject to determination of the Chapter President.

**ARTICLE VIII — AMENDMENTS**

Amendments or changes to the By Laws may be made at any meeting of the chapter by a 2/3 majority vote of a quorum of members. Such amendments and changes shall; however, be considered only when a copy of the changes has been distributed to the members at least seven days prior to the meeting.