

**DONALD W. STEELE, SR. MEMORIAL CHAPTER
CONSTITUTION AND BYLAWS**

ARTICLE I

NAME

The official name of this Chapter shall be the **Donald W. Steele, Sr. Memorial Chapter** of the Virginia State Air Force Association. It may also be referred to as D.W. Steele Chapter or Steele Chapter.

ARTICLE II

OBJECTIVES

The Air Force Association provides an organization through which we, as free people, may unite to address the defense responsibilities of our nation imposed by the many advances in aerospace technology that have been, and will continue to be made; to educate the members and the public at large as to what that technology can contribute to the security of free people and the betterment of mankind; and to advocate and support military preparedness of the United States and its allies adequate to maintain the security of the United States and the free world.

ARTICLE III

LIMITS

The Chapter shall be civilian and shall not be used for the dissemination of partisan principles, or for the promotion of candidacy of any person seeking office or preferment, or for any other personal or commercial gain.

The Chapter shall operate exclusively for the purposes specified in AFA's Articles of Incorporation, and shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Upon dissolution of the Chapter assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV

MEMBERSHIP

Section 1. Eligibility. A member of the Association shall be deemed to be a member of this Chapter if they shall either have filed application for such membership with this Chapter, or shall have been assigned to this Chapter through automatic affiliation, or shall have paid their AFA dues through, or credited the same to, this Chapter. Members in good standing may transfer their affiliation to any Chapter of the Association. No

member of this Chapter may be a member of any other Chapter at the same time. No person may join the Chapter without first being a member of the Air Force Association.

Section 2. Community Partners. A company or business that wishes to support the aims of the Air Force Association for greater community understanding of the need for aerospace power in the defense of the nation may apply for affiliation with the Air Force Association and the Steele Chapter as an AFA Community Partner.

ARTICLE V

FINANCE

Section 1. Dues. Annual dues are paid to the Air Force Association as required by the Association. No other dues are required.

Section 2. Fiscal and Operating Years. The Fiscal Year of the Chapter shall be January 1 through December 31. The Operating Year shall be October 1 through September 30.

ARTICLE VI

CHAPTER MEETINGS

Section 1. Meetings. The Chapter shall meet at least quarterly. The election of officers shall occur in the Operating Year third quarter. Special meetings may be called by the president, by majority vote of the Chapter Council, or upon written request of not less than ten (10) of its members.

Section 2. Quorum. A quorum shall consist of ten (10) members present.

Section 3. Notice of Meetings. Members will be notified of regular meetings by mail or other verified method. Members will be notified of a special meeting, by mail or other verified method, no less than fourteen (14) days prior to a special meeting.

Section 4. Voting. Each member in good standing of the Chapter shall be entitled to one vote in all proceedings.

ARTICLE VII

OFFICERS

Section 1. Elected Officers. The elected officers of the Chapter shall be a President, a Vice President [Operations], a Secretary, and a Treasurer. The President may appoint additional officers. The officers shall be elected by ballot either at the annual meeting or by mail/e-mail to chapter members in good standing. Elected officers shall serve for a period of one year (October 1 through September 30) and thereafter until their successors are elected.

Section 2. Appointed Officers. The President may appoint additional officers with the concurrence of the Chapter Council. Appointed officers may be removed from office by the President or by majority vote of the Council.

Section 3. Vacancies. In case of vacancy in any elected office, it shall be filled by appointment of the President for the remainder of the unexpired term and thereafter until a successor is elected, except that in the case of vacancy occurring in the office of President, the office shall be assumed by the elected Vice President.

ARTICLE VIII

CHAPTER COUNCIL

Section 1. Membership. The Chapter officers (elected and appointed) shall be members of the Chapter Council. Any Steele Chapter member in good standing who wishes to participate on a regular basis may be a member of the Chapter Council. In the Steele Chapter, the Council is also referred to as the Executive Committee.

Section 2. Duties. Between meetings, the administrative power of the Chapter shall be vested in the Chapter Council. In addition to such powers as are specifically conferred upon it by the Constitution and Bylaws, the Chapter Council shall be responsible for the general management of the affairs of the Chapter and may make such regulations as it deems advisable, not inconsistent with its governing documents. It shall keep a written report of its proceedings and shall make a written report of its activities.

Section 3. Meetings. The Chapter Council shall meet at least quarterly. Special Chapter Council meetings may be held upon reasonable (1 week) notice at the call of the President, or the Secretary shall call a special meeting upon the written request of three Chapter Council members.

Section 4. Quorum. A majority of the members of the Chapter Council shall constitute a quorum. Absent members may vote on issues considered at regular and special meetings provided their vote in writing is received by the Secretary prior to the meeting.

ARTICLE IX

NOMINATING COMMITTEE

Section 1. Membership. The Nominating Committee shall consist of at least 3 members who shall be appointed by the Chapter President at the 1st quarter Executive Committee meeting.

Section 2. Quorum. A quorum of the Nominating Committee shall consist of a majority of its members.

ARTICLE X

COMMITTEES

Section 1. Standing Committees. The standing committees of the Chapter shall be Membership, Community Partners, Programs, Veterans' Affairs, and Aerospace Education.

Section 2. Special Committees. Special committees may be created by the Chapter Council, the President, or at the annual membership meeting. The respective powers and duties of such committees shall be defined when each committee is created.

Section 3. Meetings. Each committee shall hold meetings at such times as may be specified by its chairman, by the President, by the Chapter Council, or upon the request in writing of a majority of its members after due notice is given to committee members.

Section 3. Reports. Each committee shall keep a record of its proceedings and shall make a written report of its activities as may be required by the Council.

Section 4. Duties. Each committee shall be charged with the duties assigned to it by the Constitution and Bylaws, by the President, or the Chapter Council. Any question which may arise as to the jurisdiction of a committee shall be resolved by the President.

ARTICLE XI

DELEGATES TO STATE CONVENTION

Duties of Delegates to the State Convention shall be as prescribed in the State Organization Constitution and Bylaws. The Chapter President shall solicit volunteers and appoint Delegates at an executive Committee meeting held prior to the State Convention and in time to meet the registration of the State Organization.

ARTICLE XII

DISCIPLINE

Section 1. Complaints against the Chapter or elected or appointed officers of the Chapter shall be handled as specified in Article XV of the Air Force Association Constitution and in the Operations and Procedures Manual under Disciplinary Procedures.

Section 2. This Chapter shall not enter into any agreements, leases or other commitments or involvements of any kind or nature whatsoever, the direct or indirect effect of which shall be legally to obligate or constrain the Air Force Association, without the prior written approval of the President of the Air Force Association; nor shall they engage in any activity contrary to, or inconsistent with, the objectives or policies of the Air Force Association.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with the Constitutions and Bylaws and any special rules of order the Chapter may adopt.

ARTICLE XIV
AMENDMENTS

This Constitution and Bylaws may be amended by a two-thirds vote of the members in good standing present at a Chapter meeting, provided that notice of the proposed amendment shall have been given by the Secretary to all members at least thirty (30) days prior to the meeting.

Adopted July 5, 2006 (by Executive Committee vote)
(original date)

ENDORSEMENTS



State President

14 July 2006
Date

Region President

Date

AFA Constitution Committee

Date