

AIR FORCE MATERIALS & MANUFACTURING

ALUMNI ASSOCIATION (AFMMAA)

CHARTER

ARTICLE I — NAME

The name of this nonprofit organization shall be the Air Force Materials and Manufacturing Alumni Association (AFMMAA), and shall be referred to hereafter as the “Association”. When the acronym “RX” (standing for “Materials and Manufacturing Directorate”) is used, it will be understood to include all predecessor Air Force organizations responsible for the development and application of materials and manufacturing technology for Air Force use. These include Materials Central, Air Force Materials Laboratory (AFML), Air Force Wright Aeronautical Laboratory, Materials Directorate (AFWAL/ML), Wright Research and Development Center, Materials Laboratory (WRDC/ML), Wright Laboratory, Materials Directorate (WL/ML), Wright Laboratory, Manufacturing Technology Directorate (WL/MT) and the current Air Force organizational title, Air Force Research Laboratory, Materials and Manufacturing Directorate (AFRL/RX). The members of this Association are military, civilian and on-site contractors that are or were previously assigned to work for these organizations, and “friends” of the organization that are interested in promoting the purposes of the Association.

ARTICLE 2 — PURPOSE

Section 1. The purposes of this organization are:

1. To foster recognition of the importance of the Materials and Manufacturing Technology organizations’ contributions to the advancement of materials and processing research and development and manufacturing technology advancements

supporting the mission of the Air Force and the US industrial base.

2. To inform members of the activities of persons currently or formerly assigned to AFRL/RX.
3. To provide a structure for the exchange of information related to AFRL/RX, it's past and present personnel, it's past accomplishments, it's current activities, and future needs.
4. To support the current AFRL/RX organization undertaking special projects and activities.
5. To provide a vehicle to promote interaction among AFRL/RX and Association members.
6. To facilitate communications among AFRL/RX alumni and to keep them informed concerning developments at AFRL/RX.
7. To provide Merit Scholarships to children of current AFRL/RX civilian and military employees.

Section 2. The Association is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 3. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal income tax under section 501(c)(3) under the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE 3 — MEMBERSHIP

Section 1. There shall be four membership categories.

- a. Individual membership is open to persons who have served or are currently serving in either a military, civilian or contractor capacity at AFRL/RX or are "friends" of the organization and are interested in promoting the purposes of the Association. Individual membership confers the right to vote and to hold office. Annual membership dues will be established by the Executive Board.
- b. Charter membership was granted to those founding members who helped establish the association by paying a life time membership of \$150.00. Individuals who hold this membership have the right to vote and to hold office.

- c. Life membership is open to all persons eligible for individual membership who elect to pay a life time fee. The Life membership fee will be established by the Executive Board. Individuals who hold this membership have the right to vote and hold office.
- d. Honorary life membership may be conferred upon an individual by the Executive Board. An honorary member is entitled to the same privileges as an individual member.

Section 2. Membership Dues. The annual dues are payable by December 31 to the Air Force Materials and Manufacturing Alumni Association (AFMMAA) for the upcoming year (January 1 through December 31). Changes in the dues structure will be approved at the June meeting each year.

Section 3. Inactivation of Membership. A member whose membership dues are delinquent for 12 months shall be placed on the inactive roll.

ARTICLE 4 — OFFICERS AND COMMITTEE CHAIRPERSONS

Section 1. There shall be the following elected officers:

- a. President.
- b. Executive Vice President.
- c. Vice President for Membership.
- d. Secretary.
- e. Treasurer.

Section 2. An officer who does not or cannot comply with assigned responsibilities may be relieved of office by majority vote of the Executive Board. Appointment of a replacement shall be made by the President. Should the President resign or be relieved, he or she will be succeeded by the Executive Vice-President for the remainder of the term.

Section 3. Committee chairpersons shall be appointed by the President and approved by the other elected officers at the first Executive Board meeting following the election. The Association committees shall include: Nominating, Newsletter, and

Scholarship. Other committees may be established at the discretion of the President and approved by the Executive Board.

ARTICLE 5 - DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the Executive Board and meetings of the Association general membership.
- b. Appoint committee chairpersons with the approval of the Executive Board.
- c. Make interim Board and committee chairperson appointments, as needed, with the approval of the Executive Board.
- d. Sign all contracts, with the Treasurer, after approval by the Executive Board.
- e. Serve as an ex-officio member of all committees except the Nominating Committee.
- f. Call meetings of the Executive Board at least once each quarter.

Section 2. The Executive Vice President shall:

- a. Perform the duties of the President in his absence and perform such duties as are assigned by the President.
- b. Serve as the liaison to the Combined Federal Campaign.

Section 3. The Vice President for Membership shall:

- a. Work with the AFRL/RX liaison person to provide membership application information to current AFRL/RX employees and to newly retired employees.
- b. Identify and solicit potential members, from within and without the organization, and maintain the membership role.

Section 4. The Secretary shall:

- a. Maintain the Minutes of the Association.

- b. Record the minutes of all the Executive Board and general membership meetings as well as the results of any voting.
- c. Prepare, maintain, and transmit the correspondence of the Alumni Association including electronic correspondence.
- d. Maintain a calendar/schedule of Association events.

Section 5. The Treasurer shall:

- a. Maintain the financial records and checking account.
- b. Deposit checks for membership dues, special events, etc., in a timely manner.
- c. Sign checks and maintain for each check issued a receipt, invoice, or signed request for reimbursement. A dollar threshold, which requires two signatures on each check, will be reviewed and/or established at the annual meeting.
- d. Oversee the work of a bookkeeper, if needed and approved by the Executive Board, to maintain the association financial records in accordance with currently accepted accounting practices.
- e. Co-sign contracts with the President.
- f. Present a financial report at each meeting of the Executive Board and general membership.

ARTICLE 6 — THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the five elected officers and, as a non-voting member, the AFRL/RX liaison person. The AFRL/RX liaison person is selected by the AFRL/RX Director to serve as the interface between the Association and the Materials and Manufacturing Directorate.

Section 2. The Executive Board shall handle the ongoing business of the Association between biannual meetings.

Section 3. The Executive Board shall meet annually with the Director of AFRL/RX to discuss ways in which to better meet the Purpose of this Association.

Section 4. Regular meetings of the Executive Board shall be held at the call of the President but at least quarterly.

Section 5. A quorum for conducting business of the Executive Board shall be three of the five voting members.

Section 6. Officers shall not receive compensation for any service rendered to the Association. However, they may be reimbursed for actual expenses incurred or purchases made in the performance of their duties.

Section 7. Each outgoing Board must leave in the treasury a sum equal to the unpaid bills and obligations for which the administration is responsible.

ARTICLE 7 — ELECTIONS

Section 1. Elections shall be held biennially at the Spring (May or June) meeting in odd numbered years by the Executive Board.

Section 2. Nominations.

- a. The Nominating Committee shall be selected by a majority vote of the Executive Board.
- b. The Nominating Committee shall consist of a chairperson and two members. Their responsibility is to nominate candidates for the Executive Board positions and present the candidates for the Association member's consideration.
- c. Nominations will also be taken from the floor at the annual meeting.

Section 3. Voting.

- a. Elections shall be conducted by secret ballot, including absentee ballots. If a member will not be in attendance at the meeting he/she will be afforded the opportunity to vote by mail or e-mail. An absentee ballot will be provided in the mailing/e-mail sent to members notifying them of said meeting. The Association secretary must receive absentee ballots 24 hours prior to the start of the meeting to be considered.
- b. Each individual, life, charter, and honorary member has one vote.

Section 3. Terms of Office. Officers shall be elected for a term of two years to serve from the time of the annual meeting in odd-numbered years. The President and the Vice Presidents may not serve more than two consecutive terms. There must be an interval of at least one administration before these individuals can serve again on the Executive Board.

Section 4. Transition of Administration. There shall be a meeting of the Executive Board within 30 days following election

and installation of new officers. The meeting should include the outgoing as well as the incoming officers. Upon introduction of new business and review of the Charter, the files shall be turned over to the newly installed officers. The newly elected Secretary will take the minutes.

ARTICLE 8 - MEETINGS

Section 1. There shall be two Association meetings each year. The first shall be in the Spring (month of May or June) and on alternate (odd numbered) years will be the meeting for election of new officers. The second meeting of the Association shall be during the month of January or in conjunction with the Materials and Manufacturing Directorate Award Luncheon. Notice of these meetings shall be mailed/e-mailed to members at least 30 days before the scheduled date.

Section 2. Between meetings, if there are issues which the Executive Board decides need a vote of the membership, these issues will be explained and voted upon by mail/e-mail. Issues shall be decided by a majority of the replies postmarked within 30 days of the postmark of the mailing from the Association.

Section 3. Meetings shall be conducted using *Roberts Rules of Order, Revised*.

Section 4. Election of officers and all other matters presented to the membership for approval shall be determined by a majority of the voting members present and by absentee ballots received.

ARTICLE 9 — AMENDMENTS

The Charter may be amended or revised at an annual meeting by an affirmative vote of a majority of voting members. Proposed amendments shall be provided to members at least 30 days prior to the annual meeting.

ARTICLE 10 – CONFLICT OF INTEREST

The Executive Board members shall be cognizant of all instructions and regulations that govern the establishment and operation of private organizations on Air Force installations.

ARTICLE 11 — AUDITS

Audits of the Association financial records shall be accomplished annually by an independent person(s) to ensure compliance with currently accepted accounting practices. When deemed necessary, the Executive Board may request formal audits.

ARTICLE 12 - DISSOLUTION

Section 1. Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas in the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Section 2. However, if the named recipient is not in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this Association shall be distributed to a fund, foundation, or organization that is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

Approved by AFMMAA Executive Board, 1 August 2001. Philippe O. Bouchard, President

Revisions approved by the AFMMAA Executive Board, 26 February 2002. Philippe O. Bouchard, President

Revisions approved by the AFMMAA Executive Board, 23 June 2010. Gary Waggoner, President