

Constitution

Hickam Hurricane Parent Association

Article 1 – Name and Purpose

The name of this organization will be Hickam Hurricanes Parent Association (HHPA). It is established pursuant to the provisions of AFI 34-223, *Private Organization Program*, and according to all applicable civil and military laws and regulations. Said organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article 2 – General Provisions

The HHPA operates on Joint Base Pearl Harbor Hickam (JBPHH), Hawaii, only with the consent of the 15th Airlift Wing Commander. It is not a non-appropriated fund instrumentality and is not entitled to any immunities and privileges afforded to such agencies. HHPA may not use base distribution in carrying out any of its activities. The operation of this organization is contingent on compliance with the requirements and conditions of all Air Force regulations. This organization will conduct itself in a manner that is free of discrimination and will provide equal opportunity and treatment for all members. Membership discrimination based on race, religion, color, age, rank, national origin, disability, or sex is not permitted.

Section 1

Private Organizations operate on a military base only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force instructions/regulations. This constitution will be submitted for an annual review in February of each year to the JBPHH Private Organization Program Manager.

Article 3 – Officers and Governing Body

1. An Executive Board constituted as follows shall conduct the administration of this organization:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Registrar
 - f. Member-At-Large

These officers shall perform the duties specifically mentioned in the bylaws, and other duties incident to their office. The HHPA officers are responsible for assuring responsible financial and operational management; however, all PO members are aware that generally, they are jointly and severally liable for liabilities and debts incurred by their Private Organization. The treasurer will provide a treasurer's report to the president quarterly. The president will ensure the quarterly treasurer's report has been sent to the JBPHH Services Division's Private Organization Program Manager

2. Each term of office shall be one (1) year.
 - a. The term of office shall run from 1 July to 30 June each year.
 - b. Officer's terms of office may be terminated prior to their expiration for the following reasons:
 - (1) Permanent Change of Station
 - (2) Resignation
 - (3) For causes, such as failure to meet participation requirements when recommended by the Executive Board and approved by fifty-one (51) percent of the membership.
3. Elections:
 - a. A nominating committee shall submit a slate of prospective officers to the member at the May meeting. Nominations may be made from the floor. Elections will be held at the June meeting with board member turnover occurring the last week of June.
 - b. The president shall preside over all meeting of the Executive Board and the organization according to *Robert's Rules of Order*. He/she shall call special meeting of the membership, supervise elections, appoint committees as deemed necessary, and shall prescribe the respective functions of chairpersons for said committees. These officers shall perform the duties specifically mentioned in this constitution, those mentioned in bylaws, if any, and other duties incident to their office.

Article 4 – Membership or Patronage

Membership is limited primarily to active duty military personnel, retired members, members of reserve components, their family members, and civilian employees and their dependents.

1. Active membership. Voting members. Any person wishing to join this organization will make an application at a regular meeting. Membership is entirely voluntary without appointed members.
2. Inactive membership. If an individual team member chooses to go on inactive status, the team member is ineligible to swim any time during that calendar month. Responsibility lies with the member to give a two-week notice in writing to the Parent Association

Treasurer, of requested change in status. If a team member swims at any event or practice while on inactive status, the member will be charged full dues for that month.

3. Membership in this organization will be terminated:
 - a. Upon request of the member concerned.
 - b. If members fail to meet his/her financial responsibilities, such as failing to pay dues.
 - c. Upon recommendation of the governing board, after a complete review of the circumstances and upon approval of the general membership.
 - d. Upon failure to meet participation requirements and recommendation of the governing board, with approval of the general membership.
 - e. For any other valid reason, when recommended by the governing board and approved by the general membership.
4. Leaving the team. A two-week notice in writing to the Parent Association Treasurer is required. The final bill will need to be resolved by the end of the two-week period.

Article 5 – Method of Financing

This organization is financially self-sustaining and there shall be no direct financial assistance from a non-appropriated fund instrumentality in the form of contribution, dividends, or other donation of money or assets.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on the propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

1. We understand that our organization cannot solicit funds (no door-to-door) on any DoD base or installation.
2. Membership dues shall be paid monthly.
3. Other finances will be obtained from fund-raising activities and donations. Fundraisers will include, bake sales, car washes, or similar type activities as voted on by the membership. All fundraisers must receive prior approval from the JBPHH Services Squadron Commander. No fundraisers will be allowed that duplicate or compete with

AAFES or Services Activities. No form of gambling, or the operation of amusement/slot machines is allowed.

4. Monies collected will be used for operation of the organization, to offset activity expenses, and to purchase necessary items based upon the annual budget approved by the organization membership.
5. Monies. The Executive Board is authorized to spend up to \$1,000.00 for operating expenses without the express approval of the membership. Monies spent over that amount must be voted on at a general membership meeting.

Article 6 – Activities

Under the direction and with consent of the Executive Committee, Ad-Hoc committees comprised of personnel from the general membership will be formed on an as needed basis to plan, organize and participate in fundraisers, social and moral-building events.

Article 7 – Meetings and Quorums

1. General membership meetings will be held at least monthly.
2. Special membership meetings may be called at the discretion of the Executive Board or upon written petition by fifty-one (51) percent of the membership of the organization. Announcements of special membership meetings must be sent at least two weeks prior to the date of the special meeting.
3. Quorums, except as otherwise provided, a majority vote of all members present is required before any action is valid. A majority shall be one-half (1/2) plus one (1) of the members present. The president shall vote only in the event of a tie.

Article 8 – Adoption and Amendments

1. This constitution and by-laws may be amended at a scheduled meeting of this organization by fifty-one (51) percent vote of the membership present and eligible to vote, provided written, printed, or public notice of the proposed amendment has been given to the members at least four weeks prior to the date of the meeting. Amendments to the constitution can be proposed by the Executive Board or by petition of fifty-one (51) percent of the members in writing at any meeting.
2. Any conflict between any provisions of this constitution or its by-laws and existing military directives will be changed administratively with the concurrence of the 15 AW/CC.
3. No amendment will omit the statement of purpose or delete the provisions pertaining to dissolution of the organization.
4. All amendments are subject to final approval by the installation commander, via JBPHH Services

Article 9 – Dissolution

Upon the dissolution of the organization, 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 disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization 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.

- a. A full financial statement shall be forwarded to the Chief, Resource Management Flight JBPHH along with notification of the termination, discontinuance, or dissolution of the organization. If adequate funds are not available to cover all outstanding debts and liabilities of the organization, the officers of the organization have the personal financial responsibility to pay such debts and liabilities on a pro rata basis. All officers shall be informed of these provisions.
- b. When the members decide to dissolve the organization, notice will be given to the installation commander via JBPHH Services and such dissolution shall be carried out only with his/her approval.
- c. The installation commander has the authority to dissolve the organization when it is in the best interest of the Air Force.

Article 10 – Insurance

The normal activities of the HHPA are administrative in nature and would not normally involve a great degree of risk; however, the organization will maintain, through USA Swimming, liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits which might arise from the commission or omission of acts by its members when acting in any capacity for or participating in any activities of the organization. Such coverage must expressly provide that neither the US government nor any non-appropriated fund instrumentality will be liable for any claims or judgments against the organization or its members. The Mission Support Group commander, upon written request may waive this insurance requirement if the organization has extremely low liability exposure. If an insurance waiver is granted, it must be reviewed on an annual basis. Our members are aware that even though HHPA may have an insurance waiver, our HHPA members are jointly and severally liable for the obligations of HHPA. Special events may arise which greatly increases the insurable risk, and for such events, insurance protection shall be obtained.