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**CONSTITUTION AND BYLAWS
OF THE
BUCKLEY LEGAL BEAGLES**

CONSTITUTION

**ARTICLE I
NAME AND PURPOSE**

1. The name of this private organization (PO) will be the Buckley Legal Beagles. It is established as a PO pursuant to AFI 34-223, *Private Organization Program*, 11 Aug 03.
2. The purpose of this organization is to promote and provide esprit-de-corps, and morale for all personnel assigned to the 460 Air Base Wing Legal Office at Buckley Air Force Base and their families. This PO will conduct itself in a manner that is free of any form of discrimination and provide equal opportunity and treatment for all members regardless of age, race, religion, color, national origin, ethnic group or gender.

**ARTICLE II
GENERAL PROVISIONS**

1. The Buckley Legal Beagles operates on a military base with the consent of the Installation Commander. Operation is contingent upon compliance with the requirements and conditions of all applicable Air Force guidance, to include instructions, manuals, and policy directives.
2. The membership is liable under the laws of the state of Colorado for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

**ARTICLE III
OFFICERS AND GOVERNING BODY**

1. The administration of the Buckley Legal Beagles shall be conducted by the Executive Council consisting of a President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties specifically provided for herein, and in the attached By-laws, and also those duties usually incident to their offices. The term for each position of the Executive Council will be for one year. In the event that an Executive Council member cannot fulfill a complete year of commitment, a special election will be held to fill the vacated office.
2. Elections will take place in September of each year and cover a span of ten working days. At least two-thirds of the Buckley Legal Beagles must vote before the elections become valid. A simple majority vote shall be sufficient for electing new officers. The current President shall vote only in the event of a tie.

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3. Duties and Powers

a. The Executive Council will have the authority to authorize all expenditures up to one hundred dollars (\$100). Requests for funds in excess of \$100 must be approved by a simple majority vote of the membership present at a meeting.

b. The Executive Council will recommend policies, supervise programs, approve entertainment, rule on membership, enforce the charter, and take action to resolve all grievances, complaints, and suggestions submitted by members.

c. The President shall preside over meetings of the Buckley Legal Beagles. The President shall call special meetings of the membership, supervise all elections, and appoint committees as necessary, and shall prescribe the respective functions of the said committee.

d. The Vice President shall assume the duties of the President in the President's absence. The Vice President is also charged with enforcing private organization rules.

e. The Secretary shall advertise all Buckley Legal Beagles' meetings at least three duty days prior to the meeting. The Secretary will maintain written minutes of all meetings. Minutes shall be available to all members upon request. This office will also maintain the files containing all written documentation associated with the private organization, to include current charter, membership roster, and meeting notes/minutes.

f. The Treasurer shall receive deposits, maintain a record, account for all funds of the Buckley Legal Beagles, and prepare a monthly statement on the financial status of the organization. The Treasurer has the authority to disperse funds. The Buckley Legal Beagles' fiscal year will begin on 1 October and end on 30 September of the following year. The Treasurer will render a full and complete financial statement to the members at the monthly meetings. The books of the Treasurer will be audited as required. The Buckley Legal Beagles will conduct an annual audit by an accountant (CPA not required) if the organization's gross annual revenues exceed \$100,000. If the organization's gross annual revenues exceed \$250,000 a CPA will conduct an annual audit. Costs of all audits will be the responsibility of the organization. The Treasurer will be responsible for compliance with all applicable federal, state, and local tax laws. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

ARTICLE IV MEMBERSHIP

1. Membership in the Buckley Legal Beagles is open to all personnel assigned to the 460 Air Base Wing Legal Office, Buckley Air Force Base.

2. Members will have equal opportunity to seek office in the organization. The President will be the presiding senior member at all regular meetings and shall conduct the meeting IAW Robert's Rules of Order.

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3. Members, as well as elected officers, are to conduct themselves in a highly professional manner at all times and are to represent this organization through deeds and words, which exemplify the goals and mission of this organization.

ARTICLE V ACTIVITIES

Fund raising activities will be conducted in accordance with appropriate guidance at all levels (base through DoD). These activities will be in direct support of the Buckley Legal Beagles objectives listed in this Constitution and Bylaws.

ARTICLE VI INSURANCE COVERAGE

The organization will maintain liability insurance unless waived by the installation commander IAW 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office.

ARTICLE VII DISSOLUTION

The organization may be discontinued on the initiative of the membership or by the installation commander. Upon dissolution funds in the treasury will be used first to satisfy any outstanding debts, liabilities, or obligations. The balance of the assets will be dispersed as determined by the membership.

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BYLAWS OF THE BUCKLEY LEGAL BEAGLES

ARTICLE I DUTIES OF OFFICERS

1. The Executive Council's term will be for one year. In the event that an Executive Council member cannot fulfill a complete year, a special election will be held to fill the vacancy. An officer elected by a special election will finish the term of the person that was replaced. If there were sixty days or less left in the vacating officer's term, the officer elected by special election will continue to serve in that office until the following year's election.
2. The President shall call special meetings of the Executive Council and/or membership. The President will inform the Secretary at least three duty days prior to the meeting.
3. The Vice President shall assume the duties of the President in the President's absence.
4. The Secretary shall maintain written minutes of all meetings. Any member of the Buckley Legal Beagles may request a copy of minutes from any meeting. The Secretary will maintain a record of members permitted to disperse funds.
5. The Treasury shall render a full and complete financial statement at every monthly and special meeting. The Treasury can delegate dispersing funds to any member of the Buckley Legal Beagles provided that the Secretary has a written statement of delegation signed by the Treasurer and the member and after the Treasurer has coordinated the delegation with the Financial Institution involved.

ARTICLE II ELECTIONS AND VOTING

1. The President will call a special meeting to order when electing an officer by special election.
2. The President will inform the membership five duty days prior to Election Day.
3. When elections are held annually or through special means, members can elect to vote by secret ballot or via electronic mail.
4. The President shall appoint one individual to be the Election Commissioner. This appointment shall be approved by a simple majority of the members at a general meeting. The removal of the Commissioner from his/her office shall require a two-thirds (2/3) vote of the members at a general meeting.
5. The Election Commissioner shall be responsible for ensuring a fair election.
6. The Election Commissioner may appoint additional individuals to assist with his/her duties.

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7. All votes submitted by electronic mail shall go to either: (a) an organizational electronic mail account (if available and if access can be sufficiently limited during the election to ensure the security of the ballots) or (b) to the Election Commissioner's electronic mail account. The Election Commissioner shall make the determination as to which account will be used.
8. The Election Commissioner, nor anyone appointed by him/her, will not disclose for whom any particular vote was cast.

ARTICLE III MEETINGS AND QUORUM

1. The Buckley Legal Beagles' meetings will be held monthly on the first Wednesday of the month. Activities will not be held in lieu of a meeting.
2. For the purpose of voting on issues presented at meetings, a simple majority of the members present at a given meeting will be required to pass an issue at that meeting. The President or presiding official will determine the method of vote.
3. For the purpose of establishing a quorum for Executive Council meetings, at least two of the four executive committee members must be present to officially transact any business. For the purpose of establishing a quorum for general membership meetings, fifty-percent (50%) + 1 of the Buckley Legal Beagles must be present to officially transact any business. Executive Council members may use proxy votes a maximum of five times per election year. For regular monthly meetings, the members will be allowed a maximum of five proxy votes.
4. The Secretary will record minutes of all membership meetings, or by another duly appointed person. Such minutes will be reviewed and approved by the presiding officer and will be made available for public view 10 duty days later.

ARTICLE IV DUE AND FEES

There will be no annual dues or fees associated with membership.

ARTICLE V AWARDS AND GIFTS

1. All members of the Buckley Legal Office will be recognized for their outstanding duty to the mission upon PCS/PCA or Separation/Retirement. Standard recognition consists of a plaque or similar memento not to exceed fifty dollars (\$50).
2. A standard allocation of organization funds will be authorized for births, weddings, and funerals of the members of the Buckley Legal Office (and extended to immediate family for funerals):

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- a. Births - \$50 Savings Bond (cost \$25)
- b. Weddings - \$50 Gift Certificate from the Peterson AFB Exchange
- c. Funerals - \$50 for flowers and card
- d. Special Occasions (Birthday cards, Graduations cards, etc.)

ARTICLE VI
AMENDMENTS

1. Amendments to the Constitution need to be approved by a two-thirds (2/3) majority of the Buckley Legal Beagles' membership with the concurrence of three-fourths (3/4) of the Executive Council. Approved amendments shall be coordinated through the Legal Office and Services and are subject to approval by the Installation Commander.
2. Amendments to the By-laws need to be approved by a two-thirds (2/3) majority of the Buckley Legal Beagles' membership. Approved amendments need not be subjected to further coordination.

ARTICLE VII
DISSOLUTION

The Buckley Legal Beagles may be dissolved with the vote of seventy-five (75%) of the general membership and three of the four Executive Council Member's concurrence. It may also be dissolved by order of the Installation Commander. Funds contained in the treasury will be used to satisfy any outstanding debts, liabilities or obligations before they are allocated for any other purpose. Disposition of remaining funds will be determined by the Buckley Legal Beagles' membership.