

BY THE ORDER OF THE COMMANDER

2 SVS OI 34-223

2D SERVICES SQUADRON

19 January 2003

Services

PRIVATE ORGANIZATIONS

PURPOSE: This operating instruction establishes responsibility and procedures for establishing, operating and disestablishing private organizations, meeting on Barksdale AFB LA.

PR: 2 SVS/SVF (Mr. D. Esselman)

PAGES: 6

DISTRIBUTION: SVF and All Private Organizations

APPROVED BY: 2 SVS/CC (Major Ogden)

1. SCOPE: This Operating Instruction (OI) is applicable to all private organizations, meeting on Barksdale AFB LA.

1.1. The Commander, 2d Services Squadron is responsible to the Commander, 2d Mission Support Group for information pertaining to the operation of private organizations in accordance with AFI 34-223.

1.2. Appointed or elected officials of a private organization are responsible for the administration, operation and supervision of the club in accordance with this OI, the club's approved constitution and bylaws and AFI 34-223.

2. POLICY:

2.1. There is no official relationship between activities of private organizations and those of Air Force personnel who are members or participants. Their operation is of concern to the group commander because of their physical location on Barksdale AFB LA.

2.2. A private organization can not use the name of the base in its title.

2.3. Membership discrimination based on race, color, marital status, creed, age, sex, political affiliation, membership in labor organizations, physical handicap or national origin will not be permitted. This is not meant to preclude the establishment of cultural or ethnic private organizations, if membership is not restricted or discriminatory on the above basis.

2.4. Private organizations must not take part in activities which compete with 2d Services Squadron (SVS) or Army and Air Force Exchange Service (AAFES) operations.

2.5. Neither appropriated nor nonappropriated fund activities may make any claim to the assets or take on any debts for private organizations.

2.6. Private organizations must buy and keep adequate insurance for protection against public liability and property damage claims which may come from activities of the club or its members. The group commander may waive insurance requirements or ask for only low limits for clubs which are not apt to need it. A copy of the policy or waiver must be a part of the club's file maintained in the 2 SVS/SVF office.

2.7. Private organizations must be self-sustaining. No financial help to private organizations from NAF instrumentalities will be given, except as authorized in AFI 34-223.

2.8. Private organizations will not take part in continuous resale activities except thrift shop sales and occasional sales for fund raising. In no case, should fund raising be on a frequent or continuing basis. Requests for waiver to this must be sent through command channels to HQ USAF/SVP. Request should be addressed to 2 SVS/CC, 2 MSG/CC, 2 BW/CC and HQ USAF/SVP, IN TURN.

2.9. Private organizations may not solicit any donations from AAFES or Commissary sources.

2.10. All federal, state and local laws governing like civilian activities must be complied with by private organizations.

2.11. The nature, function and objectives of private organizations must be outlined in the form of a constitution and bylaws and sent to 2 SVS/SVF, who will check staff and get the group commander's approval. The constitution and bylaws must state:

2.11.1. Establishment of local membership eligibility, club purpose, general rules of operation and specific limitations.

2.11.2. Designation of management responsibilities to one individual, to include accountability of assets, satisfaction of debts, disposition of residual assets on dissolution and other means of assuring responsible management.

2.11.3. Apprising all members of their liability, if assets are too small to pay debts.

2.12. The discontinuance of a private organization may be initiated by the membership or by the group commander if the commander finds cause to withdraw consent to operate on Barksdale AFB.

2.13. Income should be derived primarily through dues, contributions, service charges, fees and special assessments of members, and should be used primarily to offset operational expenses or further the purpose of the club. Expenditures may include competitive awards and contributions to charities.

2.14. Private organizations may need a place to meet. Use of government facilities is permitted if it is occasional and it doesn't interfere with the mission of the base. The needs of the Air Force come first, thus permission to use facilities may be revoked at any time.

2.15. Private organizations must furnish equipment, supplies and materials at their own expense. Government-owned equipment may not be loaned or rented. Rental of equipment from 2d Services Equipment Rental is permitted.

2.16. Private organizations will follow the guidelines of AFJ 31-209 for handling and safeguarding of funds and property.

3. PROCEDURES AND ESTABLISHMENT:

3.1. Make an appointment with the Chief, Resource Management Flight, 2 SVS, ext. 6957 and explain the purpose of the planned club, number of members planned, type of activities planned and amount of assets anticipated. What steps to take and formats to use will be explained.

3.2. Publicize your first meeting. Use 2 BW Bulletin or Observer.

3.3. Hold your first meeting. Tell the group of the purpose and activities of the planned club. Talk about methods, assets, facilities and equipment needed. Be sure to have those interested sign a list which gives their full name and phone number.

3.4.1. If it is to be set up informally, one officer of the club must sign the "Letter of Understanding" shown at Attachment 1 and return it to 2 SVS/CC.

3.4.2. If it is going to be set up formally, the following must be accomplished:

3.4.2.1. Read this SVS OI and AFI 34-223 carefully.

3.4.2.2. Seek help from the judge advocate to get tax-exempt status from the Internal Revenue Service, if necessary.

3.4.2.3. Hold a club meeting to cite requirements, choose a president and secretary/treasurer, at least and choose a committee to write the constitution and bylaws.

3.4.2.3. Get members' approval of the constitution and bylaws.

3.4.2.4. Send the constitution and bylaws signed by the president and secretary to 2 SVS/SVF, who will review and forward to the judge advocate for legal review and to the group commander for approval. When the constitution and bylaws have been signed by the group commander, the club is authorized to operate on Barksdale AFB. Any changes voted by the membership must travel the same route and be approved by the group commander.

4. PROCEDURES FOR OPERATION:

4.1. Forward a copy of all treasurer's reports, audit reports, budgets, amendments, minutes and financial statements to 2 SVS/SVF on a monthly basis. Mail to: 2 SVS/SVF, P O BOX 59, BARKSDALE AFB LA 71110-5000.

4.2. Immediately tell the SVS commander, ext. 2635/4698, of significant problems or changes in officers or constitutions. Ensure that SVS receives a copy of the most recent changes. Changes will be forwarded as they are proposed.

4.3. Send "Requests for Reapproval" letter, Attachment 2, to 2 SVS biannually, no later than 1 January.

4.4. An annual audit must be done by a public accountant at the private organization's expense if the organization's gross revenue through sales income, dues, service charges, donations, etc., is \$250,000 or more. A copy of this audit must be sent to 2 SVS/SVF.

5. PROCEDURES FOR DISESTABLISHMENT:

5.1. When the membership votes to stop operating or if the group commander revokes authorization to meet on Barksdale AFB, send the "Request for Dissolution" letter, Attachment 3, to 2 SVS/CC.

5.2. The disestablishment will be done in strict accordance with the club's constitution and bylaws.



JOHN W. OGDEN, Jr., Major, USAF
Commander, 2d Services Squadron

Attachments:

1. Letter of Understanding
2. Request for Reapproval
3. Request for Dissolution

MEMORANDUM FOR 2 SVS/CC
2 MSG/CC
IN TURN

FROM: _____

SUBJECT: Letter of Understanding

1. I, _____, representing _____ certify that I have read, understand and will comply with SVS OI 34-223 and AFI 34-223.
2. I understand that if my organization's cash assets are a monthly average of \$1000 or less, my organization is not required to be formally established as a private organization. If our cash assets exceed a monthly average of \$1000 over a three month period, I will immediately notify the Chief, Resource Management Flight, 2 SVS.
3. Normally, our organization is involved with activities of extremely low liability exposure. If we schedule a special event, fund-raiser or resale activity, our organization will obtain approval and appropriate liability insurance required by 2 SVS/CC.
4. If at any time, the club's officers change or the membership votes to discontinue our organization, I will immediately notify the 2d Services Squadron Commander.

(Signature of President)

Address: _____

Phone Number: _____

MEMORANDUM FOR 2 SVS/CC

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FROM: _____

SUBJECT: Request for Reapproval

1. In accordance with SVS OI 34-223, request reapproval of the private organization known as _____.

a. Number of members: _____

b. Cash assets at present: _____

c. Location of meetings: _____

d. Frequency of meetings: _____

2. We certify that our public liability/property insurance has been renewed and is in effect for next year, or that the group commander has waived the requirement for insurance for our club.

3. We have reviewed our constitution and bylaws and certify that they are current and correct.

4. We understand that we must submit this request for reapproval, with attachments, biannually, no later than 1 January. If, at that time, we decide to discontinue our organization, we will notify the 2d Services Commander immediately.

(Signature of President)

Address: _____

Phone Number: _____

Attachment:

1. Constitution and Bylaws
2. Financial Statement
3. Current List of Officers

MEMORANDUM FOR 2 SVS/CC

FROM: _____

SUBJECT: Request for Dissolution

1. At a meeting of the general membership of _____ held
_____, it was decided by vote margin of _____
to request dissolution of the organization. Reasons for this request are:

2. If this request is approved, we dissolve our organization in accordance with the provisions of our constitution and
bylaws. We plan to distribute our assets as follows:

(Signature of President)

Address: _____

Phone Number: _____

Attachment:

1. Financial Statement