

CONSTITUTION
OF THE
European Forces Swim League
April 2018

ARTICLE I
NAME AND PURPOSE

101.1 The name of this private organization (PO) will be the European Forces Swim League (EFSL). It is established as a PO pursuant to AFI 34-223, Private Organization Program, 8 March 2007, and all subsequent interim changes.

101.2. The purpose of this organization is to promote and provide esprit-de-corps, and morale for all personnel assigned to the EFSL 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, disability, ethnic group or gender.

ARTICLE II
GENERAL PROVISIONS

201.1. The EFSL 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.

201.2. The members may be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities and their understanding of the liability must be documented.

201.3. All members or employees of the private organization who will have contact with children under the age of 18 in DoD-operated, contracted, or community-based programs that are used to supplement or expand child care or youth services must submit to background checks. Any members or employees of the private organization who do not undergo the background check will be ineligible and cannot participate in such events. Any members who fail a background check will be ineligible and cannot participate in such events.

ARTICLE III
OFFICERS AND GOVERNING BODY

301.1. The administration of the 'EFSL' shall be conducted by the Executive Board consisting of a President, Vice-President, Secretary, Treasurer, Head Official and Head Statistician. 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

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Executive Board will be for one year, with the exception of the President and the Head Official whose terms are two years. A president may serve no more than two consecutive terms. In the event that an Executive Board member cannot fulfill a complete year of commitment, a special election will be held to fill the vacated office.

301.2. Elections will take place no later than 30 May of each year and cover a span of ten working days. At least two-thirds of the “EFSL Membership Teams’ POCs 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.

301.3. Duties and Powers

A. The Executive Board will have the authority to authorize all expenditures up to one hundred dollars (\$500 or €500). Requests for funds in excess of this amount must be approved by a simple majority vote of the entire EFSL Leadership Council and shall be reported in annual accounts and in publicized minutes.

B. The Executive Board 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 EFSL. 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 and functioning as the Parliamentarian.

E. The Secretary shall advertise all EFSL meetings at least fourteen (14) 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 records, and account for all funds of the EFSL. The Treasurer will submit quarterly and annual financial reports to Ramstein IAW current guidelines. The Treasurer has the authority to disperse funds. The “EFSL” fiscal year begins on May 1 and ends on April 30. The Treasurer will render a full and complete financial statement to the members and league during the annual meeting, and updates as requested during regular meetings. An accountant (CPA not required) will perform an annual financial review if the EFSL’s gross annual revenues exceed \$100,000 but are less than \$250,000. An independent audit or financial review is normally not required for gross revenue of less than \$100,000., but more than \$5,000. However, the EFSL must provide a quarterly and annual financial statement to FSS/FSR NLT 20 days following the end of the quarter and EFSL Fiscal Year. Costs of all

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audits will be the responsibility of the organization. The Treasurer will be responsible for compliance with all private organization regulations. The Treasurer is responsible for filing the appropriate form(s) with the appropriate authority if the organization qualifies for tax exemption.

ARTICLE IV MEMBERSHIP

401.1 Membership in the EFSL is open to all parents of EFSL swimmers as outlined in the Membership section of the EFSL Bylaws. To be considered a member of "EFSL" one must read the PO constitution and bylaws and sign a membership roster. Each page of the membership roster will include the following statement: "By signing this membership roster, I acknowledge that I have read the constitution and bylaws and that as a member of "EFSL" I may be held jointly and severally liable for this organization's debts."

401.2 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.

401.3. 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.

401.1. Members who do not conduct themselves in a highly professional manner, who fail to exemplify the goals and mission of the organization, and/or who conduct themselves in a manner that could harm the organization or its members may be removed from the organization. The determination of whether a member should be removed from the organization will be made by the Executive Board. Before this determination is finalized, the member shall be notified of the charge (s) against him or her in writing and shall have five (5) business days to respond and submit matters to the Executive Board. Members who need more time to respond may request additional time from the Executive Board. The President of the Executive Board, or Vice President in the President's absence, shall have complete discretion to determine if additional time is warranted and, if so, how much additional time should be given to the member to respond. Once the member has had a chance to respond as outlined above, final determination will require a majority vote from the Executive Board and the outcome will not be subject to appeal. All members are strongly encouraged to notify the Executive Board about any questionable member activity.

401.5. Members may voluntarily leave the organization by submitting their resignation from the organization in writing. This written notice must be given to a member of the Executive Council or delivered to the organization during a meeting. Members will be automatically removed from the organization membership upon PCSing from Europe or their OCONUS assignment or permanently leaving Europe/OCONUS assignments. Members may override this automatic removal by providing a written statement to the Executive Council that they wish to remain a member of the PO and understand that they may continue to be jointly and severally liable for organizational debts in the event the organization's assets are insufficient to discharge liabilities.

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ARTICLE V ACTIVITIES

501.1. 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 “EFSL” objectives listed in this Constitution and Bylaws. The appropriate approval for PO fund raising activities conducted on a military installation is the local installation commander via the installation commander’s Judge Advocate General.

ARTICLE VI INSURANCE COVERAGE

601.1 The organization will maintain liability insurance unless waived by the installation commander IAW AFI 34-223. A copy of the insurance coverage and policy or a letter requesting a waiver will be forwarded through the base legal office. Each team will provide the EFSL with proof of insurance or provide a letter to request a waiver.

ARTICLE VII AMENDMENTS

701.1. Amendments to the Constitution need to be approved by a two-thirds (2/3) majority of the “EFSL” membership with the concurrence of three-fourths (3/4) of the Executive Board. Approved amendments shall be coordinated through the 86th Force Support Squadron and 86th Airlift Wing Office of the Staff Judge Advocate and are subject to approval by the Installation Commander or delegation authority.

701.2. Amendments to the Bylaws need to be approved by a two-thirds (2/3) majority of the EFSL membership. Approved amendments need not be subjected to further coordination.

ARTICLE VIII DISSOLUTION

The EFSL may be dissolved with the vote of seventy-five (75%) of the general membership and a majority vote of the Executive Board. 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. The remaining funds will be equally divided and donated to the member teams of the EFSL. Notification of intent to dissolve will be submitted in writing to the 86 FSS/FSRLPO, Unit 3240, Box 535, APO AE 09094.

//SIGNED// April, 2018

Jamie Buckley, President 2017-2019
European Forces Swim League

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