

APPENDIX C

SAMPLE FORMAT FOR A CONSTITUTION

(Name of Private Organization)

P.O. Box 1234

Fort Excellence, GA 12345-6789

ARTICLE I -- Organization Name and Purpose

ARTICLE II -- General Provisions

(Include all statements required by AR 210-22 such as non-discrimination clauses and non-extremists clauses, adhere to all government (Federal, State, and local) laws and regulations, government hold harmless clauses, etc.)

ARTICLE III -- Functions/Activities and Operating Procedures

ARTICLE IV -- Membership

ARTICLE V -- Officers and Government Body

(Attach names, with addresses and phone numbers)

ARTICLE VI -- Duties of Officers

ARTICLE VII -- Elections and Voting

ARTICLE VIII -- Standing Committees

ARTICLE IX -- Funding Sources

ARTICLE X -- Taxes

ARTICLE XI -- Insurance Coverage

ARTICLE XII -- Meetings and Quorums

ARTICLE XIII -- Amendments.

(Include procedures for amending the constitution to include number of voting members required to approval)

ARTICLE XIII -- Dissolution

(Include the following or similar statement: “If the organization is dissolved, all funds in the treasury at the time will be used to meet outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as approved by a majority vote. If assets are not sufficient to cover all liabilities, the members of the organization will be personally responsible for these liabilities.)

Signature of President

Signature of Secretary

Name of President

Name of Secretary

Position Title (President)

Position Title (Secretary)

Date Signed

Date Signed.

Sample Format for a Constitution

US Army Installation Management Agency Southeast Region

PRIVATE ORGANIZATION REFERENCE GUIDE – August 2004