



AMMO Chiefs Association, Inc.

October 12, 2018

CONSTITUTION

Article I - Name: The name of the corporation is The AMMO Chiefs Association, Inc. hereinafter referred to as the ACA. The principal business address of the ACA is the Florida mailing address of the Registered Agent. The incumbent Secretary will establish the current mailing address of the ACA. This address will be posted on the ACA web site.

Article II - Purposes: The purpose of the ACA is to encourage and facilitate camaraderie and social activities among AMMO Chiefs and members of the AMMO Community retired and/or still serving by:

- (a) Promoting and preserving the Heritage and History of the AMMO community and the military occupation related to Munitions.
- (b) Organizing and conducting periodic reunions, social events, sporting events and / or AMMO Calls of the membership.
- (c) Assisting AMMO war veterans, members of the AMMO Community, their dependents and surviving spouses and / or orphans of deceased AMMO veterans.
- (d) Providing assistance to hospitalized AMMO troops.
- (e) Perpetuating the memory of deceased AMMO Chiefs.
- (f) Sponsorship of, and active involvement in, patriotic programs.

- (g) Sponsorship of, and active involvement in, the AMMO community and recognition activities for AMMO troops in uniform.
- (h) Providing professional development information to members and assisting with professional networking

Article III - Status: The ACA is a not-for-profit corporation incorporated under Chapter 617 of the Florida Statutes and the Articles of Incorporation filed with the Florida Secretary of State, Division of Corporations. The ACA is governed by this Constitution.

Section 1: The ACA will operate exclusively for the purposes specified in Article II.

Section 2: The ACA shall use its funds only to further the purposes specified in Article II and delineated in the ACA's Strategic Plan published by the Board of Directors (BOD).

Section 3: Directors and/or Officers of the ACA will not be compensated for their services; however, the BOD may authorize reimbursement of expenses incurred by Directors/Officers/Members, in the conduct of ACA business. ACA Directors/Officers are not authorized reimbursement for travel expenses for the purposes of conducting ACA business.

Section 4: Nothing herein shall constitute members of the ACA as partners for any purpose. Directors, Officers, members, or agents of the ACA shall not be liable for the acts or failure to act on the part of any other Directors, Officers, members, or agents. Directors, Officers, members, or agents of the ACA are not liable for acts or failure to act under the Constitution excepting acts, failure to act or omissions which constitute willful malfeasance or non-compliance with Florida Statute Chapter 617.

Section 5: In the event of dissolution of the ACA, and after discharge of all its liabilities, remaining assets will be donated to AFCOMAC's Richard Gauvin Scholarship fund or other military-related non-profit organization.

Article IV - Membership and Voting Rights:

Section 1: AMMO Chief Members are Active Duty and Retired USAF, Air Force Reserve (AFR) or Air National Guard (ANG) AMMO Chiefs and SMSgt's with a line number for Chief whose Association dues are current. AMMO Chiefs are individuals who now serve or have served as a Chief or Chief Selectee in Duty AFSC's 2W000, 461X0, 465X0, 46191 or 645X0A and includes AFSC's converted administratively to the foregoing. AMMO Chiefs and Chief Selectee's requesting membership apply directly to the ACA and do not require BOD approval.

Section 2: Associate Members are Retired USAF, AFR or ANG AMMO E-7's and E-8's, who served consistently and honorably in AMMO Duty positions in AFSC's 2W0X1, 461X0, 465X0, 46191 or 645X0A and includes those AFSC's converted administratively to the foregoing. These applicants do not require a sponsor and may apply directly to the ACA. After publication to the BOD, if there is an objection from any one member, the application may require a query for additional details and possible sponsorship of an AMMO Chief member in good standing. Final approval requires a 2/3 majority BOD vote.

(a) Also included as candidates for Associate Membership are all other ranks of Retired USAF, AFR or ANG AMMO troops who served consistently and honorably in AMMO Duty positions in AFSC's 2W0X1, 461X0 and 465X0 and includes those AFSC's converted administratively to the foregoing. Applicants require the sponsorship of an AMMO Chief member in good standing and after publication, a unanimous BOD vote for approval.

(b) Retired USAF, AFR or ANG Officers (21MXA / Conventional Munitions) who have served in designated AMMO Duty positions for significant portions of their careers may be considered for Associate Membership. These positions normally existed within a Munitions Storage Area or on a NAF or MAJCOM Munitions staff. Rank or position titles alone do not justify membership consideration. Applicants require the sponsorship of an AMMO Chief member in good standing and after publication, a unanimous BOD vote for approval.

(c) Retired Civilians who have served in AMMO Duty positions for a significant portion of their career may be considered for Associate Membership. Applicants require the sponsorship of an AMMO Chief member in good standing and after publication, a unanimous BOD vote for approval.

(d) Individuals who are not otherwise eligible for ACA Associate Membership but who are sponsored by at least three AMMO Chief members in good standing may be considered for Associate Membership. Detailed recommendations from the sponsors are essential to obtain a unanimous BOD vote for approval.

(1). ACA Chapters as a group, or the three CMSgt ACA members who think highly enough of a person to recommend him / her for an ACA Associate Membership have the options of paying that person's Lifetime or Annual dues as a token of their sincere appreciation for a career wholly dedicated to supporting the overall AMMO Mission, AMMO Troops worldwide and / or the "FAMMOLY" Community. They can also have the person pay his / her own dues.

(e) Associate Members may attend ACA meetings and participate in social events / reunions but do not have voting rights. However, they are allowed to submit suggestions to the BOD for consideration and possible inclusion as an agenda item for upcoming General Membership or BOD Business meetings. With approval of the BOD they may also serve on committees. All Associate Members pay dues.

Section 3: Honorary Membership is reserved for two distinct groups of individuals; those who for the better part of their Military or Civilian working lives have made significant and long lasting contributions to the AMMO Community; and for those who shared their AMMO spouse's career. Specifically:

(a) Recipients of the ACA's Shell and Flame Award will be accorded Honorary Membership.

(b) Widows & Widowers of ACA Members in good standing will automatically become Honorary Members.

(c) Honorary Members may attend ACA meetings and participate in social events / reunions but do not have voting rights. With approval of the BOD they may serve on committees. Honorary Members do not pay dues.

Section 4: Auxiliary Membership is a class of membership for use at the ACA Chapter level exclusively. Chapters will specify who may be an auxiliary member, their dues if any and their rights and privileges within the chapter. These provisions will be included in the Chapter Governing Documents submitted to the ACA BOD for approval. Anyone eligible for ACA membership as an AMMO Chief member or as an Associate member may not be accepted for membership in an ACA Chapter as an Auxiliary member.

Article V - Awards:

Section 1: The Order of The Shell & Flame Award is the highest honor the ACA can bestow on a fellow AMMO Member or Organization. The S&F Award will be limited to those who have clearly dedicated their total career towards promoting the well-being of AMMO Troops and / or have made enormous and long lasting contributions to the AMMO Community as a whole. The Award is not Rank or Gender specific and may be awarded to an organization (e.g. AFCOMAC). Any ACA Member in good standing, or ACA Chapter as a group, can nominate who they choose for induction into the S&F. Specifically:

(a) The letter of recommendation for the S&F Award will be forwarded to the ACA President for his consideration and motion to induct the nominee into the S&F. The motion will be sent to the BOD and must receive unanimous approval. In the event of non-unanimous approval, the ACA President has the authority to override up to one (1) dissenting vote and approve the induction. If more than one BOD Member disagrees with the induction, or the nomination itself doesn't meet the highest standards, the ACA President will notify the person(s) recommending the S&F Award that their nominee was not approved for induction.

(b) Exceptional duty performance alone cannot be the sole basis for receiving the S&F Award. The S&F recommendation criteria will be similar to that required for award of the Distinguished Service Medal. S&F recipients automatically become Honorary Members of the ACA.

(c) S&F awards will be kept to an absolute minimum with the overall intention being the preservation of the awards prestige & integrity. Every attempt will be made to combine the formal S&F induction ceremony with the biennial ACA Reunion's festivities / dinner.

(d) Recipients travel to the induction ceremony at their own expense. The ACA will provide one night's lodging for the recipient and one guest plus pay for their dinner(s) at the presentation ceremony. The ACA will also be responsible for funding / providing any plaques, printed proclamations and any media coverage deemed appropriate at the time.

(e) At time of death or when terminally ill / under Hospice Care, AMMO Chief Members in good standing may be inducted into the S&F in a timely manner, preferably prior to their passing. Approval requires a motion from the ACA President and a majority vote of the BOD.

Section 2: The AMMO Schoolhouse Top Graduate Award is presented by the Ammo Chiefs Association to the one Top 2W0X1 AMMO Student Graduate in each class. Once the Top Graduate is determined, AMMO Schoolhouse Supervision prepares the ACA certificate with the individual's name, rank and class number. The certificate and Challenge Coin from the ACA are presented by the Schoolhouse Chief (or designee) during each class's graduation ceremony.

The ACA will:

- (a) Fund / provide ACA Challenge coins to the AMMO Schoolhouse in the quantities required to cover a 12 month period beginning each January 1st. Also, the ACA will provide the AMMO Schoolhouse with a template for the ACA certificate affixed with the pre-signed ACA's President and Vice President's Signature blocks.
- (b) Ensure the award recipients Names, Ranks, future Units of Assignment and Photos are published in the ACA's quarterly Shell & Flame Newsletter and posted on the ammo chief's website.

The AMMO Schoolhouse:

- (a) Provides the ACA with the award recipient's Name, Rank, future Unit of Assignment and a Photo from the graduation presentation within 5 working days of the graduation.

Section 3: The AFCOMAC Outstanding Performer Award is presented by the AMMO Chiefs Association to the one student demonstrating the most innovative thinking, enthusiasm and hard working, "In the Trenches" performance during each class's Iron Flag exercise. The selection process is accomplished by each class's student attendees and their senior leadership; ACA members and the AFCOMAC staff are not involved. Specifically:

- (a). Students nominate fellow students; class leadership (E-7 and above) are not nominated for this award. The Class Chief convenes a board consisting of the Class leadership who review all nominations and they select one recipient.
- (b) Once the selection is made, the Class Chief provides the name to AFCOMAC Supervision, who prepares the certificate with the individual's name, rank and class number. The certificate and ACA Challenge Coin from the ACA are presented by the Class and AFCOMAC Chiefs during the class's graduation ceremony.

The ACA will:

(a) Fund or provide AFCOMAC with a plaque of sufficient size to accommodate the name plates of 36 award recipient names. The ACA will also provide sufficient funds to AFCOMAC for the cost of name plate engraving for 36 classes. Plaque / funding were provided to AFCOMAC beginning in Oct, 2003 and continue to be due every three years thereafter.

(b) Provide ACA Challenge coins to AFCOMAC in the quantities required to cover a 36 month period beginning each October 1st. Also, provide the AMMO Schoolhouse with a template for the ACA certificate affixed with the pre signed ACA's President and Vice President's Signature blocks.

(c) Ensure the award recipients Name, Rank, Unit of assignment and Photo are published in the ACA's quarterly Shell & Flame Newsletter and posted on the ammo chief's website.

AFCOMAC:

(a) Provides the ACA with the award recipient's Name, Rank, Unit of assignment and a photo from the graduation presentation within 5 working days of graduation.

Section 4: The Lieutenant General Leo Marquez Award. The ACA BOD will arrange presentation of an ACA AMMO Spirit Award to active duty 2W0 AMMO Troop winners in the Technician, Technician Supervisor and Supervisor / Manager (excepting CMSgt) categories of the subject award at the Air Staff and / or MAJCOM level.

(a) When notified by the respective Air Staff / MAJCOM 2W0 Functional Manager(s), the ACA Secretary will forward an Ammo Spirit coin and certificate of achievement to the individual's unit commander for presentation.

Section 5: The AMMO Spirit Award. Any active member of the ACA in good standing can, at their discretion, present a AMMO Spirit Award to a retired or active duty 461 / 2W0 AMMO Troop (A1C to SMSgt) as well as to any other individual they consider deserving who has provided exceptional support / service to the overall AMMO Community.

- (a) When notified, the ACA Secretary will mail the nominator a suitable certificate and an AMMO Spirit coin. The nominator will then be responsible for arranging a suitable presentation time and place for the recipient.
- (b) These AMMO Spirit Awards are limited to a maximum of 10 per year and no more than one nomination from a member each year will be accepted.
- (c) The presenting member may, at his / her discretion, provide details of the presentation to the editor of the Shell & Flame Newsletter for publication.

Section 6: The ACA Recognition Award. At their discretion, each member of the ACA BOD is authorized to make 5 “on-the-spot” presentation(s) each year to any individual they believe deserving.

- (a) The ACA Secretary / Chief at Arms will provide 5 AMMO Spirit coins to BOD member(s) wishing to participate at a predetermined time each calendar year.
- (b) The BOD member or presenter may, at his / her discretion, provide details of the presentation to the editor of the Shell & Flame Newsletter for publication.

Section 7: Memorial Legacy Paver(s). ACA Members in good standing at the time of their death will receive, at ACA expense, a Memorial Legacy Paver purchased from the Enlisted Heritage Foundation to be placed at the Joint Base San Antonio – Lackland Parade Grounds. The ACA Secretary or Treasurer will ensure the accompanying certificate is presented or mailed to the nearest living relative.

- (a) Any ACA member in good standing may also purchase the paver(s) for deceased AMMO Chiefs they knew but who were not ACA members.
- (b) The ACA Treasurer or Secretary will provide ordering / payment information to those requesting it.

Article VI - Dues and Donations:

Section 1: Annual dues are \$25.00 for AMMO Chief and Associate members of the ACA.

Section 2: AMMO Chief and Associate members may transfer to Life Membership status after paying a total sum equivalent to 10 years annual dues (i.e. \$250). Payments can be made in one installment, 10 installments, or some combination of dues paid in consecutive annual dues and the balance in lump sum equal to \$250.00.

Section 3: Annual dues for existing Members are payable by 31 January of each fiscal year, and must be paid by this date to maintain a "Member In Good Standing" status. Members not paying their Annual Dues during January will be dropped from the rolls for non-payment of dues and will no longer be considered ACA Members. Delinquent Members will be reinstated at any time they pay the current fiscal year's dues. New ACA Applicants / Chief Selects will be credited with ACA Membership based on the month they join. Those applicants accepted from 1 January through 30 September will become ACA Members for the current fiscal year. Applicants accepted during the final quarter (Oct thru Dec) of a fiscal year will become immediate ACA Members with their dues applied to the following fiscal year.

Section 4: The BOD will establish a yearly operating budget and subsequently may propose a revised assessment of dues if required to sustain the ACA. The membership will ratify any new or changed assessment of dues.

Section 5: In addition to dues, the ACA may accept donations from members, corporate sponsors and other sources. The BOD may reject a donation if it deems doing so is in the best interests of the ACA. Donations will be used for the purposes outlined in Article II and the ACA's Strategic Plan.

Article VII - Meetings and Elections:

Section 1: Meetings: Meetings will be scheduled and conducted to allow maximum participation of ACA members. Meetings will fall into several categories:

- (a) Periodic Reunions, social gatherings, sporting events, and/or AMMO Calls: These are social meetings of the membership at a site agreed by the BOD. The purpose of these events is to promote and facilitate the primary purpose of the ACA, i.e. camaraderie and fellowship of the membership.
 - (1) The next biennial Reunion location will be voted on and determined during each reunion's business meeting. Priority consideration will be given to the Chapter(s) who have committed to host the reunion or to the Chief member(s) who volunteer to take on the reunion boss and / or reunion committee responsibilities.

- (2) As the BOD receives notification from the Chapter(s) or Chief(s) who volunteer(s) to host the reunion, the BOD Secretary will notify the membership immediately but NLT 60 days prior to the upcoming reunion start date. This allows adequate time for discussion between the BOD; the CMSgt voting members signed up to attend the reunion business meeting and the non-attendees who have designated a Proxy.
- (b) General Membership Meetings: These are meetings of the voting members to review the conduct of ACA business and activities and to determine member support for specific changes, proposals, and activities.
- (1). General Membership Meetings will be held as necessary or as determined by the BOD and may be held in conjunction with Periodic Reunions or other social events.
- (2). General Membership Meetings will be announced sufficiently in advance to permit maximum participation. Prior to a General Membership Meeting the Secretary will mail and/or e-mail an agenda to AMMO Chief and Associate Members. Meeting agenda will be posted on the AMMO Chief's Web Site (www.ammochiefs.com).
- (3). The presence/participation of 1/4th of AMMO Chief members on the ACA membership rolls at the time of the General Membership Meeting will constitute a quorum to conduct business. Members not present at the membership meeting must be given an equal opportunity to vote on the issues voted on.
- (4) For any ACA wide vote or election, no less than 1/4th of the AMMO Chief members on the rolls at the time of the vote must participate for the vote/election to be valid.
- (c) ACA Board of Director (BOD) Meetings: These are meetings of the Directors and are held as deemed necessary by the President of the ACA and/or when requested by three Directors. BOD meetings should be held at least four times per year and may be conducted by telephone conferencing, on-line conferencing, and/or physical presence or any combination of the foregoing provided all Directors are afforded the opportunity to participate equally.
- (1). The convening authority will provide an agenda for the meeting detailing issues to be discussed/resolved and the amount of time to be made available for each agenda item. The agenda should be distributed to the BOD at least one week before the meeting.

(2) The Secretary will coordinate meeting times and dates with Directors sufficiently in advance of meetings to accommodate officers' schedules to the greatest extent possible.

(3). A quorum of 5 Directors is required to conduct ACA business and approve expenditure of funds. A majority of 5 votes is required to pass issues before the board.

(4). The Secretary will record and publish minutes of these meetings, members present, and the voting record by Director for each decision.

(d) Working Group/Committee meetings: These are called as required by the ACA President or the person designated to carry out a specific ACA function.

Section 2: Elections: Elections for Directors of the ACA will normally be held annually during a month set by the President and approved by the BOD. The ACA President will appoint and chair an Election Committee consisting of three Directors to administer elections. All Officers will serve concurrent terms.

(a) ACA Directors and candidates for Directorships must be AMMO Chief Members. The Secretary will confirm to the Election Committee that candidates are members in good standing.

(b) The Secretary will notify AMMO Chief Members of the date for an election, positions to be filled, and solicit nominations for those positions no less than 30 days prior to the election. Notification will be by mail and/or e-mail. Details will be posted on the web site.

(c) A period of 30 days will be allowed for nominations. Nominations may be submitted by mail, email, or a form provided on the Association web site. The Election Committee will contact nominees and confirm their acceptance. Notification of nomination closure will be posted on the web site.

(d) The Secretary will mail ballots to members without email addresses and allow 21 days for return.

(e) Members may vote in person (i.e. at a Membership Meeting, Reunion or AMMO Call), by mail, by email, or on the ballot provided on the ACA web site. Members may also assign their proxy to an AMMO Chief member. Assigning proxies must be done in writing (email is acceptable) to the Secretary prior to the opening of voting. No member may hold more than 5 proxies.

(f) At least 25% of the voting membership must cast a ballot (or proxy) for an election, referendum, or initiative to be valid.

(g) The Election Committee will review and certify election results to the BOD for final approval and the President will announce the election results.

Section 3: Membership Decisions: Decisions requiring ratification and/or approval by the Membership will be conducted using the guidance outlined above for Elections. Provided all members are given the chance to vote on the issues, the BOD may choose to seek approval for initiatives at a General Membership Meeting. The BOD will function as an election committee for all out of cycle voting for which an Election Committee has not been established.

Article - VIII: Officers and Directors: ACA Officers and Directors are synonymous terms. The Board of Directors (BOD) will, to the greatest possible conduct ACA's business in an open and democratic manner with the consent of the membership.

Section 1. ACA Officers: The ACA Officers will consist of a President, Vice President, Secretary, Treasurer, Chief-at-Arms and four Directors-At-Large. The BOD will agree to the roles and responsibilities for the Directors-at-Large. Officers will be elected for a term of four (4) years and may serve a maximum of two consecutive terms. A BOD member who completes two consecutive terms may be re-elected to the ACA BOD, but only to a different position. The President, Vice President, Secretary, and Treasurer may not hold the same elected officer positions at the Chapter level.

(a) The **ACA President** chairs the BOD in governing the affairs and activities of the ACA pursuant to Article II of this Constitution and the Strategic Plan approved by the BOD.

(1.) The President is empowered to commit ACA funds consistent with the annual budget approved by the BOD.

(2.) The President calls and sets the agenda for meetings of the association as needed to assure the timely conduct of ACA endeavors and forms committees to formulate plans and implement agreed activities.

(3.) The President identifies AMMO Chief members, subject to confirmation of the BOD, as replacements for Association officers who terminate their office before the end of their terms. Prematurely vacated offices will be filled by normal election procedures during the next election cycle.

(4.) The President chairs the Reunion Committee.

(5.) In order to fulfill the requirements of Florida Statue 617 the President will ensure an individual with a street address in the State of Florida is appointed as Registered Agent.

(6.) At least once each year, the President will issue an annual report advising the membership of the "State of the Ammo Chiefs Association, Inc". The report will include the financial status, major endeavors undertaken, membership status, and present a budget for the next year's operation.

(b) The **Vice President** assists the President in carrying out the duties specified in paragraph a. above. The Vice President assumes the office of President in the event the President terminates his/her office before the expiration of his/her term, is incapacitated or is not available to carry out his/her function for any normally scheduled event.

(c) The **Secretary** records the minutes and voting records of all meetings and makes these minutes available to the membership either by mail, e-mail or by posting on the ACA web site.

(1.) The Secretary will maintain the ACA's master membership and address rolls.

(2.) The Secretary will submit a report of ACA activities to the BOD at least quarterly. The report may be posted on the web site.

(d) The **Treasurer** maintains records of all funds and financial transactions. All financial records will be maintained for a minimum of 10 years.

(1.) The Treasurer will ensure ACA accounts are maintained in a current status and reconciled upon receipt of monthly bank statements.

(2.) The Treasurer will submit a report to the BOD at least quarterly. The report will include financial transactions for the quarter and a balance sheet identifying funds available for each budgeted item.

(3.) Annually the Treasurer will report major expenditures and the beginning and ending balances of ACA accounts to members either by

mail or e-mail. ACA financial data will not be published on an unsecured web site.

(4.) The Treasurer will make the ACA financial records available for review to Ammo Chief and Associate Members. Written notice must be given and a reasonable time and date agreed for the review.

(e) The **Chief-at-Arms** is responsible for maintaining proper conduct during any formal ACA meeting. The incumbent also maintains an inventory of all retail ACA assets including coins / shirts/ etc,. Any BOD Member having these ACA assets in their possession and / or having direct contact with a supplier, will report their individual inventories and activities quarterly to the Chief at Arms. Further, the incumbent will submit an annual budget identifying the amount of funds needed to replenish / sustain the ACA's "Membership," "Spirit" and "Support" coin inventories.

(f) **Directors-At-Large:** The functions and responsibilities of the Directors-at-Large will be determined by the President and confirmed by the BOD.

Article IX - Accounting for ACA Funds: The BOD may authorize the President, Directors/Officers, and/or agents of the ACA to enter into any contract or execute and deliver any instrument in the name of and on behalf of the ACA. And, such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the ACA by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 1: Checks and Notes: Except as otherwise specifically determined by resolution of the BOD, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the ACA will normally be signed by the Treasurer, or one of the elected officers designated as a signatory for the ACA account.

Section 2: Deposits: All funds of the ACA shall be deposited from time to time to the credit of the ACA in such banks, trust companies, or other depositories chosen by the Treasurer and approved by the BOD.

Section 3: Audits: The President will appoint two Ammo Chief or Associate members to accomplish an audit of the accounts during December of each year assisted by the Treasurer. A report of findings will be submitted to the BOD for approval.

Article X - ACA Chapters: The President, with the consent of the BOD, may establish AMMO Chiefs Association, Inc. Chapters throughout the country and in overseas area(s).

(a) Chapters will be governed by this Constitution and local governing documents submitted to and approved by the BOD.

(b) Chapters may benefit from incorporation, tax-exempt status, and the deductibility of contributions for their donors. To benefit they must formally request to the BOD to be grouped with the ACA. Upon approval of the BOD the ACA will submit the request to the Internal Revenue Service (IRS). Upon that approval the Chapter will be notified.

(c) Chapters may collect Chapter dues and/or raise funds for their Chapter activities.

(d) Chapters may establish an Auxiliary membership class. If a Chapter chooses to establish Auxiliary memberships, they must specify in the Chapter Governing Documents the amount of dues, if any, that are levied. Chapters will also specify in their governing documents the membership criteria for this class of membership and the rights and privileges of this membership class. Individuals who are eligible to join the ACA as an AMMO Chief or Associate member may not join as an Auxiliary member.

Section 1: Requirements for Chapters: Groups of two or more ACA AMMO Chief members desiring to establish an ACA Chapter must submit a request to the Secretary. Requests will include the following:

(a.) The name chosen for the proposed chapter, the name and logo must follow the ACA, e.g. ACA Virginia Chapter or ACA Emerald Coast Chapter, etc.

(b.) Founding AMMO Chief and Associate members (Include their ACA Membership Number(s)).

(c.) A draft Chapter Governing Document that specifies:

(1) Membership classes applicable to the chapter.

(2) Voting rights of the various membership classes.

(3) Chapter dues.

(4) Qualifications for office.

(5) How officers are chosen.

(6) A statement that the Chapter agrees to comply with the ACA Constitution and membership rules.

(d.) List of the officer positions and the incumbents of those positions. (Chapters must have a minimum of two officers, a President and a Secretary/Treasurer.)

Section 2: Chapter members are members of the ACA. Therefore, Chapter Officers must assure those applicants approved for membership bring credit to the ACA and are deserving of membership.

Section 3: Chapters must have a formal business meeting at least annually. Chapters will submit an annual report to the Secretary by 31 January. The report will identify the year's activities, financial transactions (beginning and ending balances), and a membership list by class, and future activities/projects.

Section 4: The Secretary will maintain a copy of the approved governing documents and annual reports of ACA Chapters. Chapters will forward updated/revised Chapter governing documents to the Secretary within 30 days of an update or revision.

Section 5: The BOD may revoke the charter of any Chapter that does not comply with the ACA Constitution.

Section 6: If for any reason, a chapter is dissolved, the Chapter President will forward a letter to the ACA Secretary identifying the reason(s), the date of dissolution, and the financial resources of the Chapter at dissolution. The Chapter must satisfy all obligations before dissolution can take effect. Surplus resources must be donated to the AFCOMAC Rich Gauvin Scholarship fund, the ACA, or another military related not-for-profit organization at the discretion of the Chapter.

Article XI - Amending the Constitution: Members may have the ACA Constitution amended by submitting proposed changes, additions, or deletions in writing to the President.

Section 1: The Secretary (at least annually or sooner if required) will compile and present proposed changes to the BOD for discussion and a vote. Those proposals receiving approval of a 2/3 majority of the BOD will then be submitted to the voting members for consideration and approval or rejection.

Section 2: The President may, as necessary, appoint a committee chaired by a Director to review the Constitution to ensure it continues to serve the needs of the ACA.

Section 3: The President, with the concurrence of the BOD, may authorize minor corrections to the Constitution involving corrections of spelling and numbering of paragraphs without bringing these changes to a vote of the membership.

End

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| Van Ray | President | Bart Ivy | Director-at-Large |
| Mike Robertson | Vice President | “Dusty” Rhodes | Director-at-Large |
| Jack Seaman | Secretary | “Big John” Greer | Director-at-Large |
| Mike Roylance | Treasurer | John Ray | Director-at-Large |
| Fred O’Hern | Chief-at-Arms | | |

| CONSTITUTION CHANGES | | |
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| Date | Change | Reason |
| 1 Jan, 2008 | Sometime in the past around the 2007-2008 timeframe the following paragraph was removed. Art IV, Section 3, subparagraph (b) Individuals who are not otherwise eligible for ACA membership but who are deemed worthy by a 2/3 majority of the BOD and who have been sponsored by at least three AMMO Chief Members may be accorded honorary membership status. | Along with this removal the associate membership type was updated to include former Ammo Officers and civilians. This does away with Honorary members who do not meet the current two types of Honorary membership; Shell & Flame recipients and spouses of current members. |
| 3 Apr, 2011 | Previously Consolidated | Revised Constitution with changes approved at the 2010 General Membership Meeting and agreed by the BOD. |
| 25 Jun, 2012 | Previously Consolidated | Revised Constitution with changes approved by the requisite number of votes From AMMO Chief Members |
| 4 Nov, 2015 | Art IV, Section 2(e). Allows Associate Members to make input to BOD for changes to the association. | Associate Members are valued members who should be allowed to make suggestions to the association. |
| 4 Nov, 2015 | Art VI, Section 3 and 4. Establishes cut off periods for dues applicability and clears up ambiguity on when dues are affective. | Previously there was no guidance on when dues were paid late in the year or when they were affective and this change makes it consistent. |
| 4 Nov, 2015 | Article VIII, Section 1, (e). Chief at Arms responsibilities. | Changed "Trinket Shop" to "AMMO Supply." |
| 4 Nov, 2015 | Art IX Section 1. Check Signatures. | Changed the requirement from two signatures to one. |
| 22 Feb, 2016 | Art X, subparagraph (b). Makes clear how chapters can use parent ACA tax exemption status. | Chapters can be considered tax exempt along with the parent ACA if they have formally requested to be Grouped with the ACA, the ACA then completes the actions required by the IRS and the IRS approves. |

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| 28 Oct, 2016 | Art VIII, Section 1, (e). Relieves the Chief at Arms from being solely responsible for running "AMMO Supply." Amended. | Any ACA BOD member possessing retail assets intended for resale and / or having business dealings with a commercial supplier will report their individual inventories and activities to the Chief at Arms Quarterly. |
| 28 Oct, 2016 | Art IV, Section 3, Honorary Membership/ Chief Types. Action taken. | Letters had been written to four (4) previous recipients of Honorary ACA Memberships changing their status to Lifetime Associate Members. However, after a review of this issue and checking previous ACA business meetings it was determined the four (4) individuals in question had been "Grandfathered" as Lifetime ACA Honorary Chief Members and they have each been notified accordingly. Item closed. |
| 28 Oct, 2016 | Art IV, Section 2, (d), Associate Memberships. (1). Added. | Clarified how a Chapter or three ACA CMSgt members could pay for their recommended individuals Lifetime or Annual Membership dues. |
| 28 Oct, 2016 | Art V, Sections 4, 5 and 6. Added. | Clarified and expanded awarding "AMMO Spirit" coins and accompanying certificates to 2WO AMMO Troops and other deserving individuals as well as to the Lt Gen Leo Marquez 2WO Awardee's. |
| 12 Oct, 2018 | Art II - Purpose, (Added Subparagraph (a): | (a) "Promoting and preserving the Heritage and History of the AMMO community and the military occupation related to Munitions." |
| 12 Oct, 2018 | Art V - Awards, Sections 4, 5 & 6, (Realignment and Clarification.) | Realigns & clarifies respective ACA Incentive Award initiatives, beginning with the Lt. Gen Leo Marquez Award. |
| 12 Oct, 2018 | Art V – Awards, (Section 7, and Subparagraphs (a) & (b) added) | ACA Memorial Legacy Paver(s) initiative is explained including recipient eligibility, perspective donor(s) identification, location and procurement details. |
| 12 Oct, 2018 | Art VII – Meetings and Elections: Section 1: Periodic Reunions, (Subparagraphs (1) & (2) added) | Details how, when, where and by whom ACA biennial Reunions are determined including timelines and individual responsibilities. |