



Ammo Chiefs Association, Inc.

January 15, 2024

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 website.

Article II - Purpose: 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, assist with professional networking, and offer a scholarship program for eligible members of the AMMO community.

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 shall be operated 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 to conduct 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 except 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 another 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 Selectees in Duty AFSC's 2W000, 461X0, or 465X0 (or AFSC's that were administratively converted directly to the foregoing). AMMO Chiefs and Chief Selects 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, 46190, 645X0A (or previous AFSC's that were administratively converted directly to the foregoing AFSC's). 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 possibly sponsorship by 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) 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.

(d) 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.

(e) 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.

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 the approval of the BOD they may serve on committees. Honorary Members do not pay dues.

Section 4: Auxiliary Membership: This 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 (S&F) 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 the 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 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 AFCOMAC 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. ACA will also provide funds to AFCOMAC for the cost of the name plate engraving for 36 classes. Funding will be provided to AFCOMAC in Oct and every three years thereafter. AFCOMAC will provide ACA with a quote from a vendor prior to them sending funds.

(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 an 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: Airman’s Heritage Foundation (AHF) AMMO Legacy Paver(s). ACA Members in good standing at the time of their death will receive, at ACA expense, an AHM AMMO 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) Anyone may purchase a 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 hosting 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 before 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. Before a General Membership Meeting the Secretary will mail and/or e-mail an agenda to AMMO Chief and Associate Members. The 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, via email, and/or physical presence or any combination of the foregoing provided all Directors are allowed 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 set by the president but no later than 1 October and approved by the BOD. The ACA President will appoint and chair an Election Committee consisting of three Directors to administer elections. The President and Vice President should serve on offsetting terms to ensure continuity for the ACA.

(a) ACA Directors and candidates for Directorships must be AMMO Chief Members. The Secretary/Treasurer 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 website.

(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 website. The Election Committee will contact nominees and confirm their acceptance. Notification of nomination closure will be posted on the website.

(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 website. Members may also assign their proxy to an AMMO Chief member. Assigning your proxy to vote 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 VII - Officers and Directors: ACA Officers and Directors are synonymous terms. The Board of Directors (BOD) will, to the greatest possible conduct ACA's business is conducted openly and democratically 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 of 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 ensure the timely execution 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) To fulfill the requirements of Florida statute 617 the President will ensure an individual with a street address in the State of Florida is appointed as a 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 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 on ACA activities to the BOD at least quarterly. The report may be posted on the website.

(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 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 website.

(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 at meetings. The incumbent is responsible for securing, accounting for, and maintaining association property and management of the ACA Trinket Shop. The Chief-at-Arms will submit an annual budget identifying the amount of funds needed to keep the Trinket Shop viable. The Chief-at-Arms may recruit assistance as necessary to carry out these functions.

(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 VIII - Accounting for ACA Funds: The BOD may authorize the President, Directors/Officers, and/or agents of the ACA to enter 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 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 within 14 days 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 in January each year to accomplish an audit of the accounts for the preceding year. The Treasurer will assist as required. A report of the findings will be submitted to the BOD for approval.

Article IX - 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 Mid-Atlantic 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 another military related not-for-profit organization at the discretion of the Chapter.

Article X - Chief Gauvin Memorial Scholarship Fund: The ACA and ACA BOD will assume control of this entity with the following structure.

Section 1: Purpose – The ACA operates the Chief Gauvin Memorial Scholarship Fund under the non-profit incorporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

(a) The Chief Gauvin Memorial Scholarship Fund exists to award college scholarships to children of munitions personnel who held AFSC 461XX, 465XX

or 2WOX1 on Active, Reserve, or Air National Guard duty in the service of the United States Air Force.

Section 2: Board of Directors - The ACA Board of Directors are the directors of the Chief Gauvin Memorial Scholarship Fund and will be responsible for overall policy and direction of the scholarship fund.

The board may utilize the Career Field and MAJCOM Functional Managers to assist in the management, as required.

Section 3: Manner of Acting.

(a) Quorum. The majority of the directors in office shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

(b) Majority Vote. Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

(c) Hung Board Decisions. On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president or treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

(d) Participation. Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting with any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

Section 4: Awards

(a) Award amounts may be tailored by the applicant's request and fund availability but must be fairly and impartially distributed. These funds are for the immediate school year, approximately 1 September through 31 August. (Note: The scholarship is to be used for tuition, books, room and board on

campus, and laboratory fees only). It is payable to the college or university only. Should the applicant fail to enroll as a full-time student or become disenrolled, all money will be returned to the scholarship fund. If the applicant is awarded a full scholarship from another source, this scholarship must be relinquished.

(b) The Officers and Board of Directors will decide on the number, type, and amount of each scholarship and determine the recipient(s).

(c) Amounts awarded shall take into consideration the amount available for the number of successful applicant(s).

(d) Checks for each scholarship awarded will be paid directly to the college or institution. No checks will be paid to individuals.

(e) The board of directors will make final determinations for charitable donations outside of college scholarships (i.e. trade schools).

Section 5: Applications:

(a) Applications must be postmarked no later than 1 June. Any postmarked after that date are not considered for that school year. Personally delivered applications must be received by the ACA Secretary by 1500 hours (3:00 PM PST) 1 June.

(b) The application for scholarship must be completed in its entirety and shall include all required enclosures. Among these must be:

(1) The completed application.

(2) Privacy Act must be dated and signed. This document can be dated, signed, then scanned and sent in electronically with the remainder of the application.

(3) Proof of honorable service and AFSC of sponsor. (Example: copy of members DD Form 214, Surf etc.)

(4) Transcript sent from the high school or college (Official or Un-official)

(5) A brief pertinent history of the applicant's background and reason for requesting the scholarship. Include such items as high schools and colleges attended, awards won in schools, significant scholarship recognition, special interests and hobbies, clubs, sports, volunteer work (provide average hours/week), and employment history (provide average hours/week). Please limit this to one typewritten single-spaced page.

(6) A 500 word essay with the topic listed on that year's application. Format should be APA style, no less than 500 words, double spaced written with Times New Roman Font size 12.

(7) Applicants may informally notify the fund administrators of their intent to apply at any time.

(8) It is the responsibility of each student to take the steps necessary to gain admission to the institution of his/her choice.

Section 6: Eligibility

(a) In order to be eligible and qualify as a recipient of the Chief Gauvin Memorial Scholarship fund award, the following criteria apply:

(1) Be a child under the age of 25, including natural born child, legally adopted child, and other dependent children of a parent(s) or legal guardian(s) who served honorably in the United States Air Force in Air Force Specialty Codes (AFSC) 461XX, 465XX or 2WOX1 (AMMO troops). Service may include active, reserve, or Air National Guard duty for any period. The applicant must provide proof of honorable service and AFSC.

(2) Be a graduate of an accredited high school or equivalent or high school senior who will qualify for graduation prior to beginning eligibility for assistance.

(3) Be enrolled or accepted for enrollment in a full-time (as defined by the school attending) undergraduate course of study at an approved

accredited college, university, or technical school beyond the high school level except for a service academy. Applicants attending a service academy are not eligible for this scholarship.

(4) Obtained a 3.0 Grade Point Average (GPA) the previous academic year.

(5) Selection for the award is made without regard to Race, Religion, National Origin, Sex, Age, or other factors determined to be illegally discriminatory by the law of the land.

NOTE: Eligibility is not limited to citizens of the U.S. However, applicants must be attending a U.S. institution of higher learning.

Section 7: Non-Eligibility Clause

(a) Children of Officers, Board of Directors, or Advisors are not eligible to receive scholarships offered by the Chief Gauvin Memorial Scholarship Fund. Nor will substantial contributors, or fund managers be eligible to receive scholarships.

Section 8: Financial Management

(a) Funds for the Richard Gauvin Scholarship will be managed as a separate account.

(b) The ACA will maintain separate revenue and expense budget lines items to record and maintain all Gauvin Scholarship transactions.

(c) All revenues and expenses related to the Gauvin Scholarship will be managed from this account and separated from the ACA general account.

(d) Annually, as of the date Scholarship payments are fully expensed to appropriate educational institutions (typically June to July) the ACA will not expense more funds than are available in the Scholarship account.

(e) ACA general funds will not be used to support Gauvin Scholarship payments. **NOTE:** This does not restrict the ACA from making a separate donation to the Gauvin Scholarship fund with BOD approval.

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 (as 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

Bart Ivy	President	Director at Large	Phil Kennedy
Mark Gossett	Vice President	Director at Large	Jackie Jones
Matt Lingelbach	Secretary	Director at Large	Vicki Lemke
Mike Robertson	Treasurer	Director at Large	Wesley White
Keith Bollinger	Chief at Arms		

CONSTITUTION CHANGES		
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.
28 Oct, 2016	Art VIII, Section 1, (e). Relieves the	Any ACA BOD member possessing retail assets

	Chief at Arms from being solely responsible for running “AMMO Supply.” Amended.	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.
15 Jan, 2024	Art X – Chief Gauvin Memorial Scholarship (added)	As the BOD has agreed to assume management of the Gauvin Scholarship we

		transitioned a large portion of their bylaws to codify management
15 Jan, 2024	Art XI – Amending the Constitution, Section 1	Changed the requirement for consolidating proposed changes from annually to as required because there aren't enough inputs that require annual compilations.
15 Jan, 2024	Art VII – Meeting and Elections, Section 2 Elections	Codified the beginning of the election cycle to enable a firm date to implement the new electees (1 Jan)