

# BYLAWS OF THE MAINTENANCE OFFICER ASSOCIATION

AS REVISED OCTOBER 1997

## ARTICLE I General

**Section 1. Name and Location.** The name of the organization is the Maintenance Officer Association, hereinafter referred to as the "MOA." The headquarters of the organization shall be in the Metropolitan Washington, D.C. area.

**Section 2. Purpose.** The purpose of MOA is to enhance the mission of the United States Air Force through concerted efforts to promote quality maintenance, professional development of maintenance officers, and an open forum for leadership, management and technical interchange. MOA seeks to enhance the professional stature of the maintenance officer and improve the maintenance environment.

**Section 3. Limitations.** The organization shall be nonprofit, nonpartisan, and nonsectarian. No compensation (salary) shall be paid to any officer or committee member. No part of the net earnings of MOA shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that MOA shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of MOA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and MOA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. MOA shall not carry on any activities inconsistent with the requirements for associations exempt from Federal Income Tax under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended.

## ARTICLE II Membership

**Section 1. Qualifications.** Every person shall be eligible for membership in MOA who is:

- a) A professional maintenance officer or civilian equivalent on active duty with, or retired from, the United States Air Force, Air Force Reserve or Air National Guard, or
- b) A professional maintenance officer or civilian on active duty with, or retired from, another Service under the Department of Defense and other Services under other countries' Departments of Defense, or
- c) Associated with a maintenance-related organization.

### Section 2. Types of Membership.

a) **Active Member.** Those members qualifying and selected under Sections 1 and 2 or Article II will be known as Active Members with authority to vote and hold office.

b) **Honorary Member.** Membership conferred upon an individual as a compliment. Such membership confers no rights or privileges and Honorary Members may not vote or hold office.

**Section 3. Dues.** A dues structure will be established by the Executive Board for approval by the Advisory Council. Membership dues shall be at a rate or rates, and payable at such intervals, as prescribed by the Advisory Council.

### Section 4. Termination.

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b) Membership will be terminated for nonpayment of dues after ninety (90) days from the due date, unless otherwise extended by the Executive Board. Extension will be based upon written request by the member setting forth cause.

c) Membership may be terminated by a two-thirds vote of the Policy Council for conduct unbecoming a member or prejudicial to the aims or reputation of the organization after notice and opportunity for a hearing by the Executive Board are afforded the member. In the event of termination, dues, in whole or in part, are not refundable.

d) Members who have been terminated by vote of the Executive Board must requalify for membership by applying to the Executive Board. Final approval shall rest with the Executive Board.

## ARTICLE III Executive Board

**Section 1. Composition.** The Executive Board shall consist of the elected officers.

**Section 2. Responsibilities.** The Executive Board shall handle the normal business of the organization and carry out specific responsibilities outlined in these Bylaws.

**Section 3. Quorum.** A Quorum for conducting the business of the Executive Board shall not be less than one-half of the members of the Board empowered to vote.

## ARTICLE IV Advisory Council

**Section 1. Composition.** The Advisory Council shall be composed of all members of the current Executive Board and representatives from ACC, AMC, AETC, AFMC, USAFE, PACAF and AFSOC, AFRES, ANG, a Defense Industry liaison and two retired officer liaisons, one from each coast.

**Section 2. Terms and Vacancies.** With the exception of the members of the Executive Board, all other Advisory Council positions will be filled by volunteers who serve for three years.

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b) Other officers, such as additional vice presidents, recording secretary, or corresponding secretary, may be established by a majority vote of the Advisory Council, as needed, without requiring a vote by the general membership. However, officers to fill any newly established positions will be elected at the earliest general election by the membership under the same procedures outlined in Article VI. Temporary appointments prior to the general election will be made by majority vote of the Advisory Council.

**Section 2. Area Restriction.** In order to provide effective organization and management, the MOA Treasurer must reside in the Greater Washington, D.C. area at the time of their election.

**Section 3. Term.** All officers shall serve a term of two (2) years or until their successor assumes the duties of the office. An officer may not serve two consecutive terms in the same position. There must be an interval of at least one administration between each term.

**Section 4. Vacancies.** Vacancies occurring among any elected official shall be filled by the Executive Board by a majority vote.

**Section 5. Removal from Office.** Any elected officer who does not comply with assigned responsibilities may be relieved of office by two-thirds vote of the Executive Board voting.

### Section 6. Duties.

a) The President shall preside at all meetings of the organization, and at any special meetings; appoint the committee heads; make interim and ad hoc committee appointments as needed; sign all contracts; sign all membership cards; serve as an ex-officio member of all committees except the nominating and election committees; and call special meetings when necessary.

b) The Vice President shall perform the duties of an absent president and perform such duties as are assigned by the president.

c) The Secretary shall prepare minutes of meetings; send notification of meetings; prepare correspondence; and maintain the official records.

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## **ARTICLE VI**

### **Election of Officers**

#### **Section 1. Nomination.**

a) A Nominating Committee consisting of a chairperson and two members shall be appointed by the President with the approval of the Advisory Council and shall make its report to the general membership either 30 days before the annual general membership meeting or by mail on or before the 10th day of January. The Nominating Committee shall select at least two candidates for each elected office. Additional names of candidates for office can be nominated by any member from the floor at the general membership meeting or, if by mail, a petition, signed by ten (10) members in good standing, sent to the Nominating Committee to be received on or before the 1st day of February.

b) If the election is conducted by mail and additional candidates have been received, the Nominating Committee shall arrange the names of all candidates on a ballot in alphabetical order, along with instructions on the voting procedures.

c) If the election is conducted by mail, written ballots will be mailed to the membership on or before 10 February. Ballots will be mailed to members in good standing.

#### **Section 2. Elections.**

a) An Elections Committee consisting of a chairperson and two members shall be appointed by the President.

b) Election shall be by secret written ballot, either at the annual general membership meeting or through the mail. If the election is conducted through the mail, the ballots must be received by the Elections Committee on or before 10 March. The ballots will be counted by members of the Elections Committee.

c) The Chairperson of the Elections Committee shall make an elections report to the Advisory Council on or before 15 March; and the Policy Council shall declare the candidates with the greatest number of votes elected. After notification of the winners, results of the election shall immediately be mailed to the general membership.

**Section 3. Voting.** Each member shall be entitled to cast one vote.

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**Section 1. Chapters.** With the approval of the Executive Board, members may establish chapters for the furtherance of MOA goals.

**Section 2. Chapter Membership.** Any MOA member in good standing may apply for membership in any one chapter. Minimum requirement for chapter establishment is ten (10) individuals.

**Section 3. Chapter Bylaws.** Chapter Bylaws may not conflict with provisions in the MOA Bylaws.

**Section 4. Approval.** Chapter approval requests, with proposed Bylaws, will be submitted to the Executive Board for approval. Approval requests will also include identification of proposed chapter officers.

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### **Amendments**

The Bylaws may be amended or revised by an affirmative vote of two-thirds of all the members either present and voting at a meeting designed for that purpose or voting by ballot. Copies of proposed amendments shall be given to members in writing at least sixty (60) days prior to the meeting. Any proposed amendment shall be submitted to the Advisory Council by petition bearing the genuine signatures of at least twenty-five (25) qualified members of MOA. Such petition shall require a two-thirds vote by the Advisory Council in order to be voted on by the general membership. The Advisory Council can propose amendments or revisions by a two-thirds vote.

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### **Rules of Order**

The rules contained in Robert's Rules of Order, Revised shall govern the parliamentary procedure of all meetings of MOA in all cases to which they are applicable, and in which they are consistent with these Bylaws.

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### **Dissolution**

Upon the dissolution of MOA, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county (city) in which the principal office of MOA is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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**Section 2. Responsibilities.** It shall be the responsibility of the committee to make investigations, conduct studies and hearings, and make recommendations to the Executive Board and to carry on such activities as may be delegated to them by the Board.

## ARTICLE VIII Chapters

**Section 1. Chapters.** With the approval of the Executive Board, members may establish chapters for the furtherance of MOA goals.

**Section 2. Chapter Membership.** Any MOA member in good standing may apply for membership in any one chapter. Minimum requirement for chapter establishment is ten (10) individuals.

**Section 3. Chapter Bylaws.** Chapter Bylaws may not conflict with provisions in the MOA Bylaws.

**Section 4. Approval.** Chapter approval requests, with proposed Bylaws, will be submitted to the Executive Board for approval. Approval requests will also include identification of proposed chapter officers.

**Section 5.** Chapters shall not commit the National MOA to any programs, activity, or endorsement without the prior approval of the Executive Board.

**Section 6. Revocation.** Chapter approval may be revoked by the Executive Board for conduct prejudicial to the aims or goals of the organization.

## ARTICLE IX Meetings

**Section 1. Annual Meeting.** An annual meeting of MOA will be held each year, the exact time, date, and place to be fixed by the Advisory Council. Notice thereof shall be mailed to each member at least forty-five (45) days before said meeting.

**Section 2. Executive Board Meetings.** There shall be meetings, as needed, either in person or by mail, to tend to the administrative business of MOA.

**Section 3. Advisory Council Meetings.** There shall be meetings, as needed, by any communications means acceptable (i.e. in person, by mail, by video-telecon or Email), to conduct any policy-making business of MOA.

**Section 4. Special Meetings.** Special meetings may be called by the President, the Executive Board, or the Advisory Council. Notice of the date, time, location, and business of special meetings shall be given to the members at least 30 days in advance.

**Section 5. Quorum.** A quorum for conducting business of a regular or special meeting of the membership shall be not less than fifty (50) members empowered to vote, including proxy votes.

## ARTICLE X Amendments

The Bylaws may be amended or revised by an affirmative vote of two-thirds of all the members either present and voting at a meeting designed for that purpose or voting by ballot. Copies of proposed amendments shall be given to members in writing at least sixty (60) days prior to the meeting. Any proposed amendment shall be submitted to the Advisory Council by petition bearing the genuine signatures of at least twenty-five (25) qualified members of MOA. Such petition shall require a two-thirds vote by the Advisory Council in order to be voted on by the general membership. The Advisory Council can propose amendments or revisions by a two-thirds vote.

## ARTICLE XI Rules of Order

The rules contained in Robert's Rules of Order, Revised shall govern the parliamentary procedure of all meetings of MOA in all cases to which they are applicable, and in which they are consistent with these Bylaws.

## ARTICLE XII Dissolution

Upon the dissolution of MOA, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for the public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county (city) in which the principal office of MOA is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.