

## SAMPLE FORMAT FOR A CONSTITUTION

(Name of Non-Federal Entity)  
NFE Box 1234  
USAG Bavaria APO AE 09114

ARTICLE I -- Organization Name and Purpose *(Please see cautions in para 3-5 and 3-6 about use of USAG Bavaria name or symbol) (Purpose: Explain why your NFE should have a relationship with USAG Bavaria, what your goals are and why these may only be attained through your status as a USAG Bavaria NFE)*

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

*(Also include facility or space requirements, periods of use and duration over one year)*

ARTICLE III -- Functions/Activities and Operating Procedures *(Clearly state your NFE's nature, functions, objectives, and activities to include planned use of funds. Please also note that government personnel will not be assigned to work for NFEs in their official capacity)*

ARTICLE IV -- Membership *(An explanation of your NFE membership eligibility requirements – please note para 3-14 of this guide)*

ARTICLE V -- Officers and Governing Body *(Attach names, with addresses and phone numbers, and indicate if your NFE is sponsored by or sponsors any other NFE —if so describe the relationship) (Also indicate if your NFE requires any special status of officers, such as active duty, retired or otherwise)*

ARTICLE VI -- Duties of Officers

ARTICLE VII -- Elections and Voting *(Frequency, method, eligibility, etc)*

ARTICLE VIII -- Standing Committees *(Identify committee roles, how those committees perform their roles within ethical boundaries practiced by USAG Bavaria and DoD)*

ARTICLE IX -- Funding Sources *(Prove that your NFE is self-sustaining through dues, contributions, charges, fees or other sources. Include a statement of your NFE's liability and whether assets are or are not sufficient to cover all liabilities; that all state laws are followed; and a statement that addresses the extent to which NFE members' are personally liable for debts of or claims against the NFE. See para 3-10 on audits required)*

ARTICLE X -- Taxes *(A statement that the NFE complies with all local, state, and federal taxes, including employee withholding; include certification of tax exemption status if applicable, signed or attested by an officer of the NFE).*

ARTICLE XI -- Insurance Coverage *(The NFE must secure adequate insurance as protection against public liability, claims, property damage or other legal actions brought against the NFE, or its members or property. The NFE must provide fidelity bonding for employees who handle cash in excess of \$1000.)*

ARTICLE XII -- Meetings and Quorums *(Identify frequency and intended locations of meetings, and what constitutes a quorum)*

ARTICLE XIII -- Amendments. *(Include procedures for amending the constitution to include number of voting members required to approval)*

ARTICLE XIII -- Dissolution *(Describe in detail the disposition of assets and equipment or supplies should the NFE be dissolved. Include the following or similar statement: "If the organization is dissolved, all funds in the treasury at the time will be used to meet outstanding debts, liabilities, or obligations. The balance of these assets will be disposed of as determined by the membership as approved by a majority vote. If assets are not sufficient to cover all liabilities, the members of the organization will be personally responsible for these liabilities".)*

Signature of President  
Name of President  
Position Title (President)  
Date Signed

Signature of Secretary  
Name of Secretary  
Position Title (Secretary)  
Date Signed