

**CONSTITUTION  
THE BCMAC BACKERS**

**ARTICLE 1 - NAME AND AUTHORITY**

The name of the organization shall be The BCMAC Backers. It is a private organization and will operate on Joint Base McGuire-Dix-Lakehurst (JB MDL) pursuant to AFI 34-223. The organization shall be self-sustaining and is not an instrumentality of the United States government. It operates on Joint Base McGuire-Dix-Lakehurst only with the consent of the installation commander. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

**ARTICLE II – PURPOSE**

The purpose of the BCMAC Backers is to function as a social and benevolent organization established to enhance the quality of life and the morale of the Joint Base McGuire-Dix-Lakehurst community. The BCMAC Backers is an entity of the Burlington County Military Affairs Committee.

**ARTICLE III - MEMBERSHIP OR PATRONAGE**

- a. The membership may be liable under the laws of the State of New Jersey for organizational debts or liabilities in the event the organization's assets are insufficient to discharge liabilities.
- b. In addition to being a private organization on JB-MDL, it is also a sub function of the Burlington County Military Affairs Committee (known as BCMAC).
- c. Membership and related action based upon age, race, religion, color, national origin, disability, ethnic group, or gender is prohibited.
- d. Membership is open to all members of the Joint Base McGuire-Dix-Lakehurst community, to include, family, DoD retired civilian members or other interested civilian supporters.
- e. Individuals may apply for full membership through the BCMAC membership application process. That process as well as an application can be found on the BCMAC website at <http://www.bcmac.info>.

**ARTICLE IV - OFFICERS AND GOVERNING BODY**

- a. The officers of The BCMAC Backers shall consist of President, Vice President, Secretary, and Treasurer. The duties of the Secretary and Treasurer may be held by one person. These positions are separate and subordinate to the BCMAC Board of Directors and Executive Board. Appointment of these officers will be in accordance with the by-laws of BCMAC, the parent organization.
- b. The Executive Board shall consist of the officers plus the current Chairperson of BCMAC. The President shall preside over all official meetings of the general membership or the Board.

## **ARTICLE V - MEETINGS AND ELECTIONS**

- a. General membership meetings will be held not less frequently than quarterly and will normally be held in conjunction with the BCMAC Board of Directors Meetings
- b. A quorum for all official meetings is considered at least two of the officers at called meetings. In the case of inability to meet in person for the conduct of organization business, electronic means for discussion and voting are permissible. This may include but is not limited to email, real-time on-line meetings, or telephones.
- c. Minutes will be kept for all meetings, electronic or otherwise.

## **ARTICLE VI- EXECUTIVE BOARD/COUNCIL/OFFICER ADDED REQUIREMENTS**

- a. The president shall be responsible to ensure the club's constitution and authorization is reviewed annually and is consistent with Air Force policies as amended.
- b. The president/treasurer shall establish a system for the protection of club assets and ensure liabilities do not exceed its income.
- c. Members do not have proprietary rights in the club's assets and income will not accrue to individuals except through wages or salaries for employees of the private organization.
- d. The secretary will forward one copy of all official minutes and financial reports, along with a current list of officers, phone numbers, and addresses to 87 FSS/FSR.
- e. Liability insurance providing coverage against personal injury and property damage and indemnifying the U.S. Government and Joint Base McGuire-Dix-Lakehurst will be purchased unless a waiver of any insurance signed by the installation commander or his delegate is appended hereto. Regardless of any waiver so attached, insurance will be purchased whenever a special event is scheduled which may increase the liability risk of the organization or installation.
- f. The president will ensure that all members are aware that financial liability incurred by the organization may ultimately result in individual's personal financial responsibility if the organization fails to meet its obligation, even though the fund may have been re-designated or dissolved.

## **ARTICLE VII – FINANCES**

- a. The president and/or treasurer will appoint a public accountant to conduct an audit when annual gross revenue exceeds \$100,000. Gross annual revenues of \$250,000 or more will have an audit performed by a Certified Public Accountant (CPA) paid with PO funds and will be conducted annually.
- b. All funds will be deposited in The BCMAC Backers checking account and a financial statement will be reported and recorded in the official minutes of meetings in a timely manner.
- c. All expenditures will be made by check except for small petty cash requirements. checks amounting up to \$500 may be signed by the treasurer, and checks exceeding \$500.00 must be countersigned by the president or vice president. Checks may be

- signed by the President. Funds are also subject to any requirements and limitations of BCMAC, the parent organization.
- d. The BCMAC Backers shall be financed primarily through fundraisers, donations, membership dues, etc. All fundraisers will be approved by the installation commander through the 87th Force Support Squadron Commander.
  - e. The BCMAC Backers will not engage in activities which compete with those of any Services Division activity, NAFI, or Air Force Exchange operation on Joint Base McGuire-Dix-Lakehurst, except as provided in AFI 34-223.
  - f. The BCMAC Backers will not engage in on-base resale activities (including bake sales, car washes, etc.) unless specific written authorization is obtained from the installation commander, through the 87th Force Support Squadron.
  - g. The BCMAC Backers will comply with all local, state, and federal laws.

### **ARTICLE VIII-DISSOLUTION CLAUSE**

In case of dissolution of the organization, all funds in the treasury will be used to satisfy any outstanding debts, liabilities or obligations. Funds remaining in the treasury will be redistributed to the Burlington County Military Affairs Committee. Any residual assets not disposed of pursuant to the above will be treated as a gift to the Air Force and disposed of IAW AFI 51-601. A final financial report will be sent to the Commander, 87th FSS for review and inclusion in the FSS read file.

### **ARTICLE IX – AMENDMENTS**

Amendments to this constitution may be submitted by any member in good standing in writing and submitted electronically or otherwise to the president. At the earliest possible date, the proposed amendment will be considered to the officers. If approved, all amendments must be ratified by the BCMAC Executive Committee, the parent organization. To pass, the amendment must obtain a majority vote of the executive board and is subject to the approval of the installation commander through the 87th Force Support Squadron prior to adoption.

**THE BCMAC BACKERS  
BY-LAWS**

**Article 1 - DUTIES OF OFFICERS**

- a. The president shall preside over the meetings of the general membership and executive committee, appoint committee chairpersons for all committees approved by the executive committee, call all meetings of the executive board.
- b. The vice president shall act as parliamentarian using Robert's Rules of Order as a guide; he/she shall assume the duties of the president if the president is unavailable.
- c. The secretary shall record and distribute the minutes of all meetings, and prepare any required ballots or mail-out notices, etc. Furnish copies of minutes and financial reports to the 87th Force Support Squadron in a timely manner.
- d. The treasurer shall maintain records of all financial transactions, financial status of the organization, and provide a report at each meeting. The BCMAC Backers, as a part of BCMAC is a tax-exempt 501(c)3 organization.

**ARTICLE II - ELECTIONS AND VOTING**

The executive committee shall be appointed for a 1 year term by the Board of Directors for BCMAC. Terms of office shall run in parallel to the BCMAC terms of office as outlined in their By-Laws. The vice president shall fill a vacancy of the presidency. Any Vacant offices will be filled by appointment by the BCMAC Board of Directors. Any executive committee member who fails to fulfill his/her duties and responsibilities can be removed from office by vote of the BCMAC Board.

**ARTICLE III- DUE-FEES-ACTIVITIES**

Dues for The BCMAC Backers will be in accordance with the membership policies of BCMAC, the parent organization.

**ARTICLE VI- INSURANCE COVERAGE**

The BCMAC Backers agrees to hold harmless and indemnify the United States, Department of Defense and any of its agents or sub-units for claims arising from any of the organizations' activities. Liability insurance providing coverage against personal injury is appended hereto unless a waiver has been granted by the Installation Commander (or delegate). Additional liability insurance will be purchased by the BCMAC or The BCMAC Backers whenever a special event is scheduled if the installation commander (or delegate) determines that the activity/event may increase the liability risk of the organization.

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Chairman, BCMAC

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President, The BCMAC Backers