

**485<sup>th</sup> TACTICAL MISSILE WING ALUMNI ASSOCIATION**

**PO BOX 239**

**SOUTH MONTROSE PA 18843-0239**

**ARTICLES OF ASSOCIATION**

**485<sup>th</sup> Tactical Missile Wing Alumni Association**

**Article I**

**PURPOSE**

Section 1: The Association shall be known as the 485<sup>th</sup> Tactical Missile Wing Alumni Association. It has been established for the purpose of keeping alive the memory of the 485<sup>th</sup> Tactical Missile Wing, whose selfless dedication to duty contributed to the demise of the former Soviet Union and the end of the Cold War. It also provides former members of the 485<sup>th</sup> Tactical Missile Wing an association of which to belong and to aid in planning and attending future reunions.

Section 2: The membership of this Association shall consist of: (1) any person assigned to the 485<sup>th</sup> Tactical Missile Wing, Florennes Air Base, Belgium or; (2) any person assigned to any tenant unit, organization, detachment, contractor, or civilian firm located at Florennes Air Base for the purpose of supporting the 485<sup>th</sup> Tactical Missile Wing in its mission or; (3) the spouse of anyone qualified in items (1) or (2), or; (4) any person assigned to any previous unit or any unit activated in the future that shall bear the 485<sup>th</sup> unit designation.

Section 3: Any member in good standing shall have all voting privileges concerning the business and elections of officers of the 485<sup>th</sup> Tactical Missile Wing Alumni Association.

All members must provide their dates of service as a matter of record for the Association.

Section 4: There are three (3) categories of membership in the Association; these are:

Alumni Member - 3-yr (\$30) and Life (\$100)

Honorary Member - 3-yr (\$10) and Life (\$50)

Associate Member - 3-yr (\$10) and Life (\$50)

Military members and others assigned to Florennes in support of the 485th TMW fall into the Alumni category and have full voice and voting rights.

Spouses fall into the Honorary category. The Honorary members have full voice and voting rights.

Friends of GLCM and the Association (who do not qualify in the other two categories) fall into the Associate category. Associate members have voice only rights.

## **Article II**

### **MEETINGS**

Section 1: Meetings of this Association shall be held in conjunction with all official reunions of the 485<sup>th</sup> Tactical Missile Wing.

Section 2: The President may call special meetings, or the President shall call meetings at the request of five members of the Association. All members must receive ample notification of any special meetings.

Section 3: Because of the dispersed geographical location of the Association officers, general business between officers may be conducted via telephone, email, or regular mail.

#### **Section 4: ORDER OF BUSINESS**

1. Call to Order
2. Roll Call
3. Reading of the Minutes of previous meeting
4. Treasurer's Report
5. Communications

6. Bills
7. Committee Reports
8. Old Business
9. New Business
10. Introduction of New Members to the Association
11. Election of Officers
12. The Good of the Association
13. Receipts
14. Adjournment

### **Article III**

#### **OFFICERS**

Section 1: The Officers of the Association shall consist of President, Vice President, Secretary, Treasurer, and Historian. Additionally, the Association will have an elected Board of Directors consisting of five (5) directors. The Officers shall be responsible for the management of the Association and serve voluntarily and without financial compensation.

Section 2: The President and Vice-President shall be elected for a four-year term and the Secretary/Treasurer, Historian, and Directors shall be elected for a six-year, staggered terms by majority of the members present. Nominations and elections of the officers are held at the regular business meeting of the 485<sup>th</sup> Tactical Missile Wing Alumni Association.

The new officers will be installed immediately following the election.

#### **Section 3: Duties of Officers**

**President:** Shall preside at all the meetings of the Association, enforce law and good order and appoint committees, if needed. The President shall fill any officer vacancies by appointment until the next Association Meeting.

**Vice President:** Shall take the place of the President in his/her absence or resignation. The Vice President shall also act as an assistant to the Treasurer.

**Secretary:** Shall keep all minutes of the Association. The Secretary will also prepare correspondence pertaining to the Association, mailings and emails regarding future reunions, and maintain the database of former members of the 485<sup>th</sup> Tactical Missile Wing

**Treasurer:** Shall keep an account of the money belonging to the Association. The Treasurer shall keep a ledger recording the financial transactions of all the receipts and disbursements of the Association. On an annual basis, the Treasurer will present a report of the financial transactions of the Association.

**Historian:** Shall act as the repository for unit history, memorabilia, and other items pertaining to the Association.

**Directors:** Shall be responsible for providing direction to the Association and act on behalf of the Association in matters such as securing any required financing voted on by the Association.

**NOTE:** The Secretary and Treasurer positions can be filled and the duties performed by the same person if agreed upon by the Association.

## **Article IV**

### **RECEIPTS**

**Section 1:** the Treasurer of the 485th Tactical Missile Wing Alumni Association shall deposit all receipts.

**Section 2:** All receipts shall be recorded in a ledger and support documents saved until the entry is verified.

## **Article V**

### **DISBURSEMENTS**

**Section 1:** Funds of this Association shall not be expended for any purpose other than those authorized by the Association. All expenditures must be approved by a majority vote at an Association meeting and duly recorded in the minutes. As an exception, the Treasurer is authorized the expenditure of funds up to and including the amount of \$ 500 dollars in the routine operation of the Association

such as printing, postage, administrative supplies, etc. with the knowledge and consent of the President or Vice-President or Board of Directors as necessary.

Section 2: All expenditures in must be made through an Association account and recorded, in detail, in the Association journal and ledger. Supporting documents such as invoices, cancelled checks, etc. shall be maintained to verify all disbursements.

## Article VI

### MISCELLANEOUS

Section 1: The signature of the Treasurer shall be required for the issue of a check and/or withdrawal from the savings account. The President or Vice-President must approve any withdrawal from the savings account.

Section 2: The Association's fiscal year shall be January 1 to December 31 inclusive.

## Article VII

### AMENDMENTS OR CHANGES

Amendments or changes can be made when deemed necessary, but will be brought before the members and voted upon.

These modified Articles of Association have been voted on and approved this 27<sup>th</sup> day of April 2013, and are certified as true and correct.

Frank J. Beauvais, Frank Beauvais, President

Wade A. Kelling, Wade Kelling, Vice President

Lisa Arsenault, Lisa Arsenault, Secretary