

AIR FORCE SERGEANTS ASSOCIATION (AFSA)

DIVISION 6

STANDING RULES INDEX

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**AIR FORCE SERGEANTS ASSOCIATION (AFSA)
DIVISION 6 STANDING RULE**

6 - 1:

5 April 2022

PURPOSE: To furnish Chapters within Division 6 the necessary approval for waiver of the Quorum Rule contained in the AFSA Policies & Procedures Manual 100-2, Principle 5, Section 10 - Chapter meetings

1. **SCOPE:** This Standing Rule is applicable to all AFSA Chapters assigned within Division 6 and is authorized for implementation upon receipt.

2. **GENERAL:** It is recognized that some Chapters have difficulty attaining a membership quorum to conduct business of the chapter and our association. This Standing Rule is intended to serve as the mechanism to allow the conduct of business to proceed. The below listed procedures will in no way deter a chapter from making every effort to have a quorum and as many members as possible at any meeting.

3. **PROCEDURES:** Within this Division a quorum shall exist where the number of members present at a meeting equals or exceeds the number indicated below:

<u># OF MEMBERS IN CHAPTER</u>	<u># OF MEMBERS PRESENT</u>
501 or more	10 *
101 - 500	5
25 - 100	3

- a. The two-thirds majority rule is still valid. (Reference AFSA Manual 100-2)

 - b. It must be realized that if a quorum still does not exist after applying the procedures above, then the chapter must forego the business portion of the monthly meeting and meet provisions as set in AFSA Policies and Procedures Manual, Principle 5, Sec. 10-c.
- * An inactive Base Chapter is reduced from 10 to 5.

Authority: The above Standing Rule was reviewed, revised and approved by the Division 6 Executive Council and membership at the Division 6 Professional Airmen's Conference, 3-5 April 2022, Las Vegas, NV.

///Signed///
JAMES A. ZWIEBEL
President

Distribution: Each Division Chapter
Division Executive Council
Director, Member and Field Relations AFSA Headquarters

**AIR FORCE SERGEANTS ASSOCIATION (AFSA)
DIVISION 6 STANDING RULE**

6 - 2: Reimbursement for Expenses

5 April 2022

PURPOSE: To ensure the Division Executive Council adheres to guidelines for expense reimbursement.

1. **SCOPE:** If funds are available, this Standing Rule is applicable to all AFSA Division 6 Executive Council members and is authorized for implementation upon receipt.
2. **GENERAL:** Travel claims will be paid only for official travel previously authorized by the Division President or upon approval by the Division Executive Council. It is the responsibility of the individual to obtain Division President authorization prior to incurring expenses which are to be reimbursed by the Division. The Division President approves all expenses incurred by the elected officers and appointed trustees.
3. **PROCEDURES:** Time limits on filing claims: Division Executive Council members will use AFSA Form 200-28 to submit claims. All claims must be filed within a 30-day time limit. Claims filed outside this period will be reviewed by the Division President and Executive Council, and they will be accepted only under exceptional circumstances which will not set any precedent for future late claim payments. However, the Division President is the final claim approval/disapproval authority regardless of how the Executive Council votes.
 - a. Official Division travel will only be approved to attend Chapter installations, Military and Veterans social functions, veteran advisory group meetings, state, federal and local government meetings pertaining to Veteran affairs, to address a major problem or issue at chapter level, or when the Division appointed attendee has an official function pertaining to their division duties. Only the minimum number of personnel required to deal with the issue will travel together and/or to the same destination. It is the exception rather than the rule that more than one person will be required to travel to the same destination.
 - b. Division officers will be reimbursed for travel, lodging and registration expenses incurred to attend Division conferences in full or part, at the discretion of the Division President who will collaborate with the Chair of Budget and Finance and the Division Treasurer to make a determination on the amount to be reimbursed based on the budget and availability of funds. This will also apply to attending the International Conference.
 - c. Expenses, other than for travel, must be for official Division duties performed and may not exceed the budgeted amount for the particular expense code unless approved by the Division President. The Division President has the discretion to make a one-time payment not to exceed \$100 for official division duties if the need arises.
 - d. **Committee Meetings:** Committee chairpersons desiring to convene a meeting will do so via the appropriate, cost-free media.

- e. It is the responsibility of the individual submitting a claim to ensure the expense claims are submitted in accordance with the current AFSA Manual requirements. Only in rare instances will vouchers/claims be approved without the receipt of the original receipts. If for some valid reason a receipt, or an original receipt, cannot be obtained, then a complete explanation will be provided on a separate sheet of paper. Scanned or faxed copies of receipts are considered to be acceptable copies of an original receipt.
4. The Division Treasurer will review all reimbursement vouchers to ensure that they meet the current AFSA requirements as given in the current AFSA Manuals, and that they consistently meet the requirements of Division Standing Rules.
5. Reimbursement rates:
- a. Reimbursement for travel by privately-owned vehicle will not exceed \$0.45 per mile. Road tolls will not be reimbursed.
 - b. No reimbursement for meals and tips. No reimbursement will be made for any alcoholic beverages or entertainment.
6. Travel authorization forms, Claims for Expenses and Purchase Orders will be submitted to the Division President in accordance with the procedures outlined in AFSA Manual 100-4(1) in the sections related to reimbursements and/or purchase orders and Division 6 Standing Rules.

Authority: The above Standing Rule was reviewed, revised, and approved by the Division 6 Executive Council and membership at the Division 6 Professional Airmen's Conference, 3-5 April 2022, Las Vegas, NV.

///Signed///

JAMES A. ZWIEBEL
President

Distribution: Each Division Chapter
Division Executive Council
Director, Member and Field Relations, AFSA Headquarters

**AIR FORCE SERGEANTS ASSOCIATION (AFSA)
DIVISION 6 STANDING RULE**

6 - 3: Term of Office

28 March 2023

PURPOSE: To ensure continuity on the Division and Chapter Executive Councils clarifying terms of service as contained in AFSA 100-2, Policies and Procedures, Principle 6, Section 8, Term of Office for Division Officers and Section 6, Term of Office for Chapter Officers.

1. **SCOPE:** This Standing Rule is applicable to all AFSA Division 6 and Chapter Executive Councils and is authorized for implementation upon receipt.
2. **PROCEDURES FOR DIVISION:** Election/Appointment Procedures: The Division President and even-numbered Trustees will be elected in even numbered years for a 2-year term. The Vice President and odd numbered Trustees will be elected in odd numbered years for a 2-year term.
 - a. Four or more of the elected or appointed Division Executive Council Trustees will serve as Regional Directors, designated by the Division President, and responsible for the region and Chapters that is in the best interest of the Division.
 - b. The Division President may appoint additional Trustees (for 1 year), Treasurer, Secretary, Senior Advisor and Committee Chairs as deemed necessary with the approval of the Executive Council. Specific duties of the Division officers will be assigned by the Division President during the post-conference Executive Council's meeting and may be changed by the Division President as required to achieve Division needs/objectives.
3. **PROCEDURES FOR CHAPTER EXECUTIVE COUNCILS:** Election/Appointment Procedures: Chapter elections will take place in October or November each year, and the new council will take over upon election. The President and even numbered Trustees will be elected for upcoming even numbered years for a 2-year term. The Vice President and odd numbered Trustees will be elected for upcoming odd numbered years for a 2-year term.
 - a. The Chapter President may appoint additional Trustees (for 1 year), Treasurer, Secretary, Senior Advisor and Committee Chairs as deemed necessary with the approval of the Executive Council. Specific duties of the Chapter officers will be assigned by the Chapter President and may be changed by the Chapter President as required to achieve Chapter needs/objectives.

Authority: The above Standing Rule was reviewed, revised, and approved by the Division 6 Executive Council and membership at the Division 6 Professional Development Summit 26-28 March 2023, Las Vegas, NV.

///Signed///
JAMES A. ZWIEBEL
President

Distribution: Each Division Chapter
Division Executive Council
Director, Member and Field Relations AFSA Headquarters

**AIR FORCE SERGEANTS ASSOCIATION (AFSA)
DIVISION 6 STANDING RULE**

6 - 4: Responsibilities of Officers

5 April 2022

PURPOSE: To ensure a smooth operation of the Division and Chapters.

1. **SCOPE:** This Standing Rule is applicable to all AFSA Division 6 members and is authorized for implementation upon receipt.
2. **GENERAL:** Division Executive Council Responsibilities.

Purpose: If a member of AFSA is considering running for an elected or appointed office at the Division or higher level, that person must ensure that they meet the minimal requirements (as outlined below) to ensure their success. Upon being elected or appointed to a Division Executive Council position, all are expected to work with minimal direction from the Division President, as they should already have the experience to work any position on the Council. The Division Executive Council is not intended as a training ground to teach members of the Council how to run a chapter; members are expected to be able to teach, train and mentor Chapter Executive Councils on requirements and best practices to run an effective Chapter. As such, members of the Division Executive Council should be ready to be creative, recruit, retain, train and travel to ensure the Division's Chapters are all efficiently operated. All members must be passionate and always work in the "best interest" of the organization, not work for their personal benefit. The reward of doing a good job is ensuring our "Voice" is strong and heard on Capitol Hill, which is done through increased membership and retention efforts. Family and fraternalism are critical, so we must collectively perform all functions to ensure all potential and current members are aware. As previously stated, below are the minimal requirements for being elected or appointed to the Division Executive Council. If you do not meet these requirements, then working at the Chapter level is necessary prior to fulfilling a division level position.

Qualifications: Any member otherwise eligible to hold office may be elected to office in the respective division. It is highly recommended that members elected or appointed to the division executive council have previous experience as an elected chapter official. Those seeking office of Division President or Vice-President need to be intimately familiar with the bylaws and policies and procedures of AFSA and should have previous experience as a chapter president at minimum. Those seeking office as a trustee should have served in some chapter-level elected capacity. Although these are not requirements according to AFSA Manual 100-2, Policies and Procedures of the Air Force Sergeants Association, they are highly desired and recommended in order to be successful at the division level.

Expectations: These are some broad-spectrum expectations for members of the division executive council.

- Regularly communicate with other members of the division executive council.
- Regularly communicate with the chapter presidents and the position equivalent at the chapter levels (Regularly implies on a routine basis and should be monthly or more)

- Seek, injects and ideas from the division executive council and International Board of Directors as needed, required, and requested -- especially in the areas of membership and legislation.
- Seek out inputs, concerns, and suggestions from within the division.
- Submit concerns/ideas/suggestions to the appropriate party (in most cases executive council and division president).
- Follow-up with members who have brought issues and initiatives forward.
- Prepare briefings and talking papers as required.
- Ensure membership is kept abreast of all issues regarding specific areas of responsibility.
- Actively participate in division activities and venues throughout the year.
- Be willing to travel, conduct training and other activities as assigned by the division president since all members of the division executive council expected to be able to provide initial/recurring chapter officer training.
- Have a list of resources and contacts that you can refer to and contact.
- Lead by example, actively promoting AFSA at all levels.

1. **Training:** Read and grasp an understanding of AFSA and the duties and responsibilities associated with being an elected or appointed officer representing this organization. In essence that means become familiar with policies, manuals and procedures that guide our organization.

Have a copy (electronic or hard copy) of the following available:

- AFSA Manual 100-1, Bylaws of the Air Force Sergeants Association
- ASFA Manual 100-2, Policies and Procedures of the Air Force Sergeants Association
- AFSA Manual 100-3, Standards for All AFSA Officers
- AFSA Manual 100-4, Daily Operations and Requirements
- AFSA Manual 100-5, AFSA Awards and Recognition Programs

2. **Regional Director Trustees:** Directly responsible for managing all Division 6 chapters assigned.

- Share pertinent communications regarding legislation, membership, AFSA policy, etc.
- Act as a liaison between chapters and the Division President. Regional Directors are empowered to make decisions at the lowest level. Regional Directors determine the need to escalate on an issue-by-issue basis.
- Ensure all administrative requirements at chapter level are met. Includes Directory of Officers, budget, annual audit, annual IRS report, quarterly reporting, awards submissions, PAC attendance, etc.
- Ensure chapter elections are held.
- Represents the Division President.

3. **Legislation:** Know and understand the AFSA Legislative Program Brochure and Platform available at www.hqafsa.org.

- Know and understand the legislative process. Review “the legislative process” at www.congress.gov.
- Formulate division legislative programs at the direction of the division president.
- Review legislative proposals and bills especially those falling under the AFSA Legislative Platform.
- Monitor national and division states legislation.
- Prepare legislative reports and information for membership.
- Inform members of legislative developments and issues.

- Provide inputs and injects into AFSA Legislative Platform.
- Cooperate and coordinate regularly with the International Legislative Committee chairman.
- Cooperate and coordinate regularly with chapter-level legislative chairs.
- Encourage and assist in letter-writing campaigns.
- Maintain liaison with other organizations and their legislative representatives.
- Prepare reports for business meetings.
- Provide legislative training, information, updates, and briefings as required.

4. Membership:

- Should already be a successful recruiter and retainer. Again, not mandatory but helps establish credibility.
- Know and understand AFSA Recruiting, Retention, and Bad Address procedures.
- Know the walk and talk of recruiting and retention, tell success stories of recruiting/retention.
- Provide AFSA International Membership Committee Updates to the field.
- Work with International Membership Committee to expand your program and share ideas.
- Know and contact the chapter membership chairs.
- Advise executive council on policy matters pertaining to membership.
- Develop and conduct membership training, track membership efforts.
- Develop plan of action for the division (approved by division president) for all demographics.
 - Active duty, Guard, Reserve, Retired, and Veterans.
- Develop a team or committee to help in membership, including Recruiting, Retention, Twin Flier & One + One, Bad Addresses, and Lapsed/Terminated Personnel.
 - Know and fully understand how to use the AFSA Rosters and Membership Tools.
 - Membership Roster, Four Month Roster, Bad Address Roster, Lapsed/Terminated Roster.
- Know, understand, educate, and re-educate AFSA recruiting/retention drives.
- Know, understand, and communicate AFSA membership benefits.
- Know and understand training concepts.
- Know and understand how recruiting and retentions aid the legislative process.
- Prepare reports for business meetings.
- Provide membership training, information, updates, and briefings, as required.
- Utilize experience to develop new and innovative ways to report and train.
- Update Recruiting & Retentions Statistics Tracker monthly.
- Email Recruiting & Retentions Statistics Tracker to chapter presidents monthly.

5. Communications:

- Formulate and implement dynamic protocol and public/community relations.
- Establish liaison with commanders, civic leaders, news media, and other military associations (expected of all members of the Executive Council at their respective location).
- Be experienced and knowledgeable in web page design/management and social media platforms.
- Maintain accuracy/currency in posting and publishing articles and information on the division website.
- Post international and chapter links on division website.
- Publish newsletter as required; and utilize base and local newspapers to publish information/advertise AFSA.
- Manage social media page and presence to include shares, posts, and general content generation.

- Writes article highlighting division and chapter successes within the community. Provide to Division Chapters for use at their location.
- Communicate with chapter communications/public affairs chair.
- Help chapters establish and maintain their chapter websites.
- Know and understand AFSA membership benefits.
- Prepare reports for business meetings, and record activities and report to membership.

6. Secretary:

- Have a thorough understanding of all Executive Council positions and requirements.
- Prepare and disseminate Minutes and Reports as required.
- Coordinate posting all Division written communications, reports, and Standing Rules on Division website.
- Prepare and disseminate other requirements as outlined by the Division President or presiding Officer in the absence of the President.

7. Budget and Finance (Treasurer):

- Know and understand the Quarterly Financial Report (AAF), Annual Budget (AFSA Form 700-5g), Claims for Expenses (AFSA Form 200-28), Field Audit (AFSA Form 700-5e), and IRS Tax Filing Authorizations.
- Maintain accurate record keeping; monitor financial statements and budget.
- Prepare annual budget, report for business meetings and quarterly financial reports.
- Review and pay claims for expenses approved by division president.
- Have a thorough understanding of all Executive Council positions and requirements.
- Prepare and disseminate Financial Budget projections, Monthly and Quarterly Reports as required.
- Prepare and disseminate other requirements as outlined by the Division President or presiding Officer in the absence of the President, to include approved payments or reimbursements.
- Maintain all financial records in accordance with State, Federal and Tax Laws.
- Coordinate and maintain all banking requirements.

Authority: The above Standing Rule was reviewed, revised, and approved by the Division 6 Executive Council and membership at the Division 6 Professional Airmen's Conference, 3-5 April 2022, Las Vegas, NV.

///Signed///

JAMES A. ZWIEBEL
President

Distribution: Each Division Chapter
Division Executive Council
Director, Member and Field Relations, AFSA Headquarters

**AIR FORCE SERGEANTS ASSOCIATION (AFSA)
DIVISION 6 STANDING RULE**

6 - 5: Special Awards & Recognition

26 March 2023

PURPOSE: To ensure continuity of the Division 6 Awards Program.

1. **AWARDS:** Division will recognize awards as listed in AFSA Manual 100-5, Field Operating Procedures AFSA Awards and Recognition Programs, when properly prepared and submitted in accordance with and sent within the Division's deadline (2 Feb), will be considered for Division 6 Award Recognition.

a. **AWARD INCENTIVES:**

- AMN/NCO/Member/Family Member of the Year Nominees: Locally generated Certificate and AFSA Division 6 coin.
- AMN/NCO/Member/Family Member of the Year Winners: Certificate of Commendation and Appropriate Trophy/Award.
- Chapter of the Year Winners: Certificate of Commendation/\$50
- Individual and Team awards: Certificate of Commendation/\$25.

Note: Budget restraints should be reviewed and discussed annually to make appropriate changes if needed.

b. **LIFETIME ACHIEVEMENT AWARD:** The Division Lifetime Achievement Award for AFSA members presented at the division conference will hereby be called the "Golden West Lifetime Achievement Award." The purpose of this award is to recognize a lifetime of achievements to AFSA and more specifically to Division 6 members who have dedicated themselves to further the aims and objectives of our organization. This award is not designed to replace the President's Award, which typically recognizes a person's contribution over the last year. It is designed to recognize a lifetime of achievements and contributions to Division 6.

- The only established criteria for this award should be a cumulative of a lifetime effort of the individual or couple. Nominations may come from any member of the division along with a brief justification for the award. The Division President will appoint three persons to serve as the panel to review and select those nominated. Furthermore, no more than one award should be presented per year to retain the prestigious significance of this award. Individuals or couples receiving this award will receive a plaque or other appropriate item to commemorate their contributions, and it will be presented during the division conference.

c. **MEMBERSHIP AWARDS:** Membership is critical to our organization. Without members our great organization would not exist. Therefore, we as a division feel it is imperative that we recognize and reward those personnel within the division who obtain certain milestones in the recruiting and retention areas. Will recognize and reward the following milestones in recruiting or retention.

- Recruit or Retain 25 Members: Division 6 Coin and Certificate
- Recruit or Retain 50 Members: AFSA Store Item (as appropriate for milestone) and Certificate

- Recruit or Retain 100 Members: AFSA Store Item (as appropriate for milestone) and Certificate

NOTE: Recruitment and retention cannot be combined to achieve an above milestone; they must be singular.

All members who achieve the above milestones will be recognized at the division conference for achieving the 25, 50, 100 members milestone. Moreover, members are eligible to receive recognition for all levels achieved in one area or the other if they happen to qualify in both recruiting and retention. The Division Membership Chair and the Division President will monitor recruitment and retention arenas throughout the year to verify information and to ensure members receive their proper awards and recognition.

d. AFSA DIVISION 6 CMSGT GENO PICCOLI TOP RECRUITER OF THE YEAR AWARD: The AFSA Division 6 Top Recruiter will receive the above-mentioned items for recruiting 100 members or more and a division conference registration. The AFSA member who recruits the most members for the year will receive this award.

e. AFSA DIVISION 6 RETAINER OF THE YEAR AWARD: The AFSA Division 6 Top Retainer will receive the above-mentioned items for retaining/renewing a minimum of 30 members and a division registration.

Authority: The above Standing Rule was reviewed, revised and approved by the Division 6 Executive Council and membership at the Division 6 Professional Development Summit, 24-26 March 2023, Las Vegas, NV.

///Signed///
JAMES A. ZWIEBEL
President

Distribution: Each Chapter Division
Division Executive Council
Director, Member and Field Relations, AFSA Headquarters

**AIR FORCE SERGEANTS ASSOCIATION (AFSA)
DIVISION 6 STANDING RULE**

6 - 6: Chapter Responsibilities

28 March 2023

PURPOSE: To ensure continuity on the Division Executive Council and Chapters. (AFSA Manual 100-4, Field Operating Procedures and Daily Operations and Requirements, May 2019).

1. **SCOPE:** This Standing Rule is applicable to all AFSA Division 6 Chapters and is authorized for implementation upon receipt.

2. **GENERAL:** To help guide our division 6 Chapters, here are a few things you need to be aware of:
 - a. Elections – refer to Division 6 Standing Rule 6-3 for term of office. Upon being elected your duties start immediately. Recommend Chapter President review the Chapter Checklist with the new council and review Training videos on the AFSA HQs website.

 - b. Chapter Charter – Every chapter should be in possession of your Chapter Charter. Usually, this document is held by the chapter secretary. Recommend doing an inventory of all chapter property with council bi-annually. Ensure council members continuity books and inventory are turned over in a timely manner.

 - c. Meetings- You are required to have an executive council meeting monthly and a general membership meeting quarterly. You can use the other 2 months of the quarter to promote the 4 pillars of AFSA, Fellowship being one of them.

 - d. Suspense dates.
 - Americanism, Activity and Financial Report (AA&F) is required quarterly in order for your chapter to receive their administrative support payment.

	To Regional Director
Jan – Mar	Due 10 April
Apr-Jun	Due 10 July
Jul-Sep	Due 10 October
Oct-Dec	Due 10 January

 - Directory of Officers is due yearly by 15 January to your Regional Director. Changes due to resignation, PCS, elections, etc., happening after January 15, need to be submitted to AFSA Headquarters within 15 days of said change.

 - Projected Budget for the next Calendar Year is due yearly by 10 January to your Regional Director.

- Annual Field Audit is due yearly by 10 February to your Regional Director (AFSA Manual 100-4, Principle 6). Recommended to audit books quarterly, but is required annually and before a new treasurer is appointed.
- e. Standing Rules – Should be reviewed annually, approved by the general membership and forwarded to Division and AFSA HQs for approval. If your chapter has implemented different procedures than what is in the AFSA Manuals they need to put it in a standing rule and send forward to division and HQs for approval.
3. Proper use of AFSA Logo – The AFSA official logo and wings are registered trademarks, on file with the U.S. Patent and Trademark Office. Any unauthorized use or infringement is an illegal act. Please reference AFSA Manual 100-2, Policies and Procedures, Section 3 before modifying the AFSA logo for your chapter use. Please contact the AFSA HQs Marketing Team at Afsacomm@hqafsa.org for guidance.

Authority: The above Standing Rule was approved by the Division 6 Executive Council and membership at the Division 6 Professional Development Summit 26-28 March 2023, Las Vegas, NV.

///Signed///
JAMES A. ZWIEBEL
President

Distribution: Each Division Chapter
Division Executive Council
Director, Member and Field Relations AFSA Headquarters