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

# 6 - 6: Chapter Responsibilities

 (Date here)

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:
	1. 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.
	2. 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.
	3. 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.
	4. 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.
	1. 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 then what is in the AFSA Manuals they need to put it in a standing rule and send forward to division and HQs for approval.

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