

AIR FORCE MATERIALS & MANUFACTURING ALUMNI ASSOCIATION (AFMMAA)

CHARTER

ARTICLE I — NAME

The name of this nonprofit organization shall be the Air Force Materials and Manufacturing Alumni Association (AFMMAA) and shall be referred to hereafter as the “Association”. When the acronym “RX” (standing for “Materials and Manufacturing Directorate”) is used, it will be understood to include all predecessor Air Force organizations responsible for the development and application of materials and manufacturing technology for Air Force use. These include Materials Central, Air Force Materials Laboratory (AFML), Air Force Wright Aeronautical Laboratory, Materials Directorate (AFWAL/ML), Wright Research and Development Center, Materials Laboratory (WRDC/ML), Wright Laboratory, Materials Directorate (WL/ML), Wright Laboratory, Manufacturing Technology Directorate (WL/MT) and the current Air Force organizational title, Air Force Research Laboratory, Materials and Manufacturing Directorate (AFRL/RX). The members of this Association are military, civilian and on-site contractors that are or were previously assigned to work for these organizations, and “friends” of the organization that are interested in promoting the purposes of the Association.

ARTICLE 2 — PURPOSE

Section 1. The purposes of this organization are:

1. To foster recognition of the importance of the Materials and Manufacturing Technology organizations’ contributions to the advancement of materials and processing research and development and manufacturing technology advancements supporting the mission of the Air Force and the US industrial base.
2. To inform members of the activities of persons currently or formerly assigned to AFRL/RX.
3. To provide a structure for the exchange of information related to AFRL/RX, its past and present personnel, its past accomplishments, its current activities, and future needs.
4. To support the current AFRL/RX organization undertaking special projects and activities.

5. To provide a vehicle to promote interaction among AFRL/RX and Association members.
6. To facilitate communications among AFRL/RX alumni and to keep them informed concerning developments at AFRL/RX.
7. To provide Merit Scholarships and /or other awards as may be decided from year to year to children and grandchildren of current AFRL/RX government civilian and military employees.

Section 2. The Association is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 3. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal income tax under section 501(c)(3) under the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE 3 — MEMBERSHIP

Section 1. There shall be four membership categories. Members in all categories have the right to vote and to hold office.

- a. Individual (Annual) Membership is open to persons who have served or are currently serving in either a military, civilian or contractor capacity at AFRL/RX or are “friends” of the organization and are interested in promoting the purposes of the Association. Annual membership dues will be established by the Executive Board.
- b. Charter Membership was granted to those founding members who helped establish the association by paying a lifetime membership of \$150.00.
- c. Life Membership is open to all persons eligible for individual membership who elect to pay a lifetime fee. The Life Membership one-time fee will be established by the Executive Board.
- d. Honorary Life Membership may be conferred upon an individual by the Executive Board. An honorary member is entitled to the same privileges as an individual member.

Section 2. Membership Dues. The annual dues are payable within 60 days after receiving the annual request for payment, to the Air Force Materials and Manufacturing Alumni Association (AFMMAA) for the upcoming year (January 1 through December 31). Changes in the dues structure will be approved at the Annual Membership Meeting in May or June of each year.

Section 3. Inactivation of Membership. A member whose membership dues are delinquent for 12 months shall be placed on the inactive roll.

ARTICLE 4 — OFFICERS AND COMMITTEE CHAIRPERSONS

Section 1. There shall be the following elected officers:

- a. President
- b. Executive Vice President
- c. Vice President for Membership
- d. Secretary
- e. Treasurer

Section 2. An officer who does not or cannot comply with assigned responsibilities may be relieved of office by majority vote of the Executive Board. Appointment of a replacement shall be made by the President. Should the President resign or be relieved, he or she will be succeeded by the Executive Vice-President for the remainder of the term.

Section 3. Committee chairpersons shall be appointed by the President and approved by the other elected officers at the first Executive Board meeting following the appointment. Committees may be established at the discretion of the President and approved by the Executive Board.

ARTICLE 5 - DUTIES OF OFFICERS

Section 1. The President shall:

- a. Preside at all meetings of the Executive Board and meetings of the Association general membership.
- b. Ensure that members are periodically updated about events, requests for dues and contributions, and other AFMMAA information.
- c. Appoint committee chairpersons and, as needed, interim Executive Board members with the approval of the Executive Board.
- d. Sign all contracts, with the Treasurer, after approval by the Executive Board.
- e. Serve as an ex-officio member of all committees (except a Nominating Committee, if one is established).
- f. Call meetings of the Executive Board at least once each quarter.

- g. Meet annually with the Director of AFRL/RX to discuss ways in which to meet the Purpose of this Association and to support AFRL/RX.

Section 2. The Executive Vice President shall:

- a. Perform the duties of the President in his/her absence and perform such duties as are assigned by the President.

Section 3. The Vice President for Membership shall:

- a. Work with the AFRL/RX Liaison to provide membership application information to current AFRL/RX employees and to newly retired employees.
- b. Identify and solicit potential members, from within and outside the organization, and maintain the membership role.
- c. Maintain a current membership list with accurate contact information for each member.
- d. In collaboration with the Treasurer, solicit membership dues.
- e. In collaboration with the Secretary, notify members of activities that would be of interest to all.

Section 4. The Secretary shall:

- a. Maintain the minutes of the Association.
- b. Record the minutes of all the Executive Board and general membership meetings as well as the results of any voting
- c. Prepare, maintain, and transmit official correspondence of the Alumni Association including electronic correspondence.
- d. Maintain a calendar/schedule of Association events.
- e. In collaboration with the Vice President for Membership, notify members of activities that would be of interest to all.

Section 5. The Treasurer shall:

- a. Maintain the financial records and checking account.
- b. In collaboration with the Vice President for Membership, solicit membership dues.
- c. Deposit checks for membership dues, special events, etc., in a timely manner.

- d. Sign checks and maintain for each check issued a receipt, invoice, or signed request for reimbursement.
- e. Maintain the association's financial records in accordance with currently accepted accounting practices.
- f. Co-sign contracts with the President.
- g. File annual report for 501(c)(3) requirement with the Internal Revenue Service.
- h. File annual report for Charitable Organizations with the Attorney General of Ohio.
- i. Present a financial report at each meeting of the Executive Board and at the Annual Membership Meeting.

ARTICLE 6 — THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the five elected officers and, as a non-voting member, the AFRL/RX liaison person.

- a. The AFRL/RX Liaison may be identified by the AFRL/RX Director or any member of the Executive Board.
- b. The AFRL/RX Liaison serves as the interface between the Association and the Materials and Manufacturing Directorate.

Section 2. The Executive Board shall handle the ongoing business of the Association between Annual Membership Meetings.

Section 4. Regular meetings of the Executive Board shall be held at the call of the President but at least quarterly.

Section 5. A quorum for conducting business of the Executive Board shall be three of the five voting members.

Section 6. Officers shall not receive compensation for any service rendered to the Association. However, they may be reimbursed for actual expenses incurred or purchases made in the performance of their duties.

Section 7. Each outgoing Board must leave in the treasury a sum equal to the unpaid bills and obligations for which the administration is responsible.

ARTICLE 7 — ELECTIONS

Section 1. Elections shall be held biennially at the Annual Membership Meeting (May or June) in even numbered years.

Section 2. Nominations.

- a. The Nominating Committee shall be selected by a majority vote of the Executive Board.
- b. The Nominating Committee shall consist of a chairperson and two members. Their responsibility is to nominate candidates for the Executive Board positions and present the candidates for the Association members' consideration.
- c. Nominations will also be taken from the floor at the Annual Membership Meeting.

Section 3. Voting.

- a. Elections shall be conducted by secret ballot, including absentee ballots. If a member will not be in attendance at the Annual Membership Meeting, he/she will be afforded the opportunity to vote by e-mail. An absentee ballot will be provided in the e-mail sent to members notifying them of said meeting. The Association secretary must receive absentee ballots 24 hours prior to the start of the meeting to be considered.
- b. Each individual, life, charter, and honorary member has one vote.

Section 3. Terms of Office. Officers shall be elected for a term of two years to serve from the time of the Annual Membership Meeting in even-numbered years. The President and the Vice Presidents may not serve more than two consecutive terms. There must be an interval of at least one administration before these individuals can serve again on the Executive Board.

Section 4. Transition of Administration. There shall be a meeting of the Executive Board within 30 days following the election and installation of new officers. The meeting should include the outgoing as well as the incoming officers. Upon introduction of new business and review of the Charter, the files shall be turned over to the newly installed officers. The newly elected Secretary will take the minutes.

ARTICLE 8 - MEETINGS

Section 1. There shall be one general membership meeting of the Association each year. The Annual Membership Meeting shall occur in the Spring (month of May or June). On alternate (even numbered) years, this meeting will include the election of new officers. Notice of the Annual Membership Meeting shall be e-mailed to members at least 30 days before the scheduled date.

Section 2. Between meetings, if there are issues which the Executive Board decides require a vote of the membership, these issues will be explained and voted upon by e-mail. Issues shall be decided by a majority of the replies postmarked within 30 days of the date of the e-mail from the Association.

Section 3. Meetings shall be conducted using Roberts Rules of Order, Revised.

Section 4. Election of officers and all other matters presented to the membership for approval shall be determined by a majority of the voting members present and by absentee ballots received.

ARTICLE 9 — AMENDMENTS

The Charter may be amended or revised at the Annual Membership Meeting by an affirmative vote of a majority of voting members. Proposed amendments shall be provided to members at least 30 days prior to the Annual Membership Meeting.

ARTICLE 10 – CONFLICT OF INTEREST

The Executive Board members shall be cognizant of all instructions and regulations that govern the establishment and operation of private organizations on Air Force installations.

ARTICLE 11 — AUDITS

When deemed necessary, the Executive Board may request a formal audit by an independent person(s) to ensure compliance with currently accepted accounting practices.

ARTICLE 12 - DISSOLUTION

Section 1. Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas in the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Section 2. However, if the named recipient is not in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this Association shall be distributed to a fund, foundation, or organization that is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

Approved by AFMMAA Executive Board, 1 August 2001. Philippe O. Bouchard, President

Revisions approved by the AFMMAA Executive Board, 26 February 2002. Philippe O. Bouchard, President

Revisions approved by the AFMMAA Executive Board, 23 June 2010. Gary Waggoner, President

Revisions approved by the AFMMAA Membership, 7 July 2025. Lawrence M. Butkus, President