

NATIONAL AIR AND SPACE INTELLIGENCE CENTER ASSOCIATION BYLAWS

ARTICLE I: Association Name

The name of this nonprofit organization shall be the National Air and Space Intelligence Center Association (NASICA). When the acronym "NASIC" is used, it is understood that it will include the names of all predecessor organizations, e.g., T-2, ATIC, FTD, AFFTC, FASTC, and NAIC.

ARTICLE II: Nature, Function and Objectives

The NASICA exists to enable the extensive talents and professional experiences of our members to be used to foster increased recognition of the importance of NASIC contributions to the United States of America, to the preservation of democracy, to the maintenance of world peace and to the educational advancement of current and past NASIC personnel's children and grandchildren.

This is done via the following:

NASICA fosters the advanced education of NASIC families by providing financial support for the post-high-school education expenses of children and grandchildren of individuals who are currently assigned to/employed by NASIC or who were previously assigned to/employed by NASIC.

NASICA provides a structure for the open exchange of information related to NASIC's past and current mission among retired and currently assigned/employed personnel regarding NASIC's past and current accomplishments, current NASIC activities, and NASIC plans for the future.

NASICA promotes and supports frequent interaction among NASIC alumni, individuals currently assigned to/employed by NASIC and qualified individuals who are employed at NASIC as contractors, which in turn serves to initiate and preserve a sense of comradeship and loyalty among all. This is done by providing support to official NASIC personnel recognition activities, by supporting appropriate social activities related to persons currently or formerly assigned to or currently employed at NASIC, by recognizing the accomplishments of current and former NASIC personnel, and by conducting annual golf events that are participated in by NASICA members as well as by currently assigned/employed NASIC personnel.

ARTICLE III: Membership

Section 1. Membership Categories. There are five categories of NASICA membership:

- Active Membership
- Lifetime Membership
- Reserve Membership
- Inactive Membership
- Honorary Membership

Active Membership

Eligibility: Active Membership is open to the following:

Individuals who are currently serving or who have previously served in a military or civilian employee capacity at NASIC.

Contractors who are currently employed at NASIC, who have been issued a current NASIC access badge, and who have been under contract to NASIC for at least one year.

Civilian or military Foreign National Liaison or Exchange officers who were assigned to NASIC for at least one year. Membership shall be non-voting.

Criteria: Active Members are in good standing if their dues are paid for the current calendar year or for the current calendar year plus any number of years into the future.

Privileges:

Active Members may vote on issues submitted to the membership at large.

Active Members may be elected to any NASICA Executive Board or to any Officer or Committee/Special Projects Chairpersons position.

Exception: Advisory (Non-Voting) Members of the Executive Board positions are only open to individuals who are currently assigned as military/civilian employees at NASIC

Active Members will receive invitations to NASICA and those NASIC events that are also open to all NASICA members; the NASICA Annual Newsletter; the NASICA Roster and roster updates; the electronically disseminated NASICA News Updates and News Briefs (for members who have email); and other notices.

Dues Reminders: Active Members will be contacted at least one month prior to the end of the current calendar year by the Membership VP regarding the need to renew their membership for the next calendar year.

Lifetime Membership

Eligibility: Lifetime Membership is available to the following:

All Members: Lifetime Membership is available to Current Members at the rates stated in Article III, Section 2.

Members aged 81 and over: Lifetime Membership is conferred at no charge upon receipt by the Membership VP of a notice advising that the member has attained the appropriate age. The NASICA will not record or maintain members' birthdate information.

Honorary Lifetime Members: As conferred by the Executive Board.

Privileges: Identical to Active Membership

Lifetime Members may vote on issues submitted to the membership at large.

Lifetime Members may be elected to any NASICA Executive Board or to any Officer or Committee/Special Projects Chairpersons position

Exception: Advisory (Non-Voting) Members of the Executive Board positions are only open to individuals who are currently assigned as military/civilian employees at NASIC

Lifetime Members will receive invitations to NASICA and those NASIC events that are also open to all NASICA members; the NASICA Annual Newsletter; the NASICA Roster and roster updates; the electronically disseminated NASICA News Updates and News Briefs (for members who have email); and other notices.

Reserve Membership

Eligibility: Same as Current Members.

Individuals who are currently serving or who have previously served in a military or civilian employee capacity at NASIC.

Contractors who are currently employed at NASIC, who have been issued a current NASIC access badge, and who have been under contract to NASIC for at least one year.

Civilian or military Foreign National Liaison or Exchange officers who were assigned to NASIC for at least one year. Membership shall be non-voting.

Criteria: Any Member whose dues are no more than three years overdue (including the current year).

Privileges:

Reserve Members may not vote or hold office.

Active Members will receive invitations to NASICA and those NASIC events that are also open to all NASICA members; the NASICA Annual Newsletter; the NASICA Roster and roster updates; the electronically disseminated NASICA News Updates and News Briefs (for members who have email); and other notices.

Dues Reminders:

Reserve Members will be contacted by the Membership VP regarding dues payment at least semi-annually.

Two months prior to the end of their Reserve Membership eligibility, the Membership VP will advise all remaining Reserve Members of their impending change of status to “Inactive Membership” and will encourage them to renew their Active Membership.

Inactive Membership

Criteria: Any Member whose dues are more than three years overdue (including the current year) will be classified as Inactive.

Privileges:

Inactive Members are not eligible to receive NASICA newsletters, rosters and roster updates and other notices. However, since email distribution of such items incurs no financial cost to NASICA, email distribution of these items may be continued to Inactive Members who have email addresses on file with NASICA at the Membership VP’s discretion.

Inactive Members may not vote or hold office.

Dues Reminders:

Once members become “Inactive,” the Membership VP will contact all remaining Inactive Members and encourage them to re-activate their membership. This contact will occur periodically for a period of one year from the time the member became inactive.

If no contact can be made for one year after the member becomes inactive, the member will be dropped from the membership database.

Honorary Membership

Criteria: The current NASIC Commander as well as the spouses of deceased NASICA members who wish to keep in touch with NASICA members will be given an NASICA Honorary Membership if he or she so desires.

Privileges:

Honorary Members will receive invitations to NASICA and those NASIC events that are also open to all NASICA members; the NASICA Annual Newsletter; the NASICA Roster and roster updates; the electronically disseminated NASICA News Updates and News Briefs (for members who have email); and other notices. Such items will not be distributed via USPS.

Honorary Members may not vote or hold office.

Honorary Members pay no dues.

Section 2. Membership Dues.

Active and Reserve Members:

Annual dues are currently \$10.00 per year.

Any increase in NASICA membership dues for the coming calendar year will be established by the Executive Board not later than the date of the Annual Meeting of each calendar year.

If the NASICA annual dues are to be increased, the Membership Vice-President will disseminate a dues announcement for the coming calendar year to all NASICA members not later than 1 Dec following the Annual Meeting.

Members who have already paid ahead on their dues will not be impacted by any changes in membership dues rates.

Payment and Effective Date:

Annual dues cover a one-year period and are due by 01 January of the current year.

Annual dues are effective from 1 Jan to 31 Dec.

Dues may be paid for as many years into the future as a member so desires.

Dues Waivers: Annual dues are waived for the following:

New Members: Dues are waived for the first year of Active Membership for all new members.

Personnel Currently Assigned to or Employed at NASIC. Annual dues are waived for:

Military personnel who are currently assigned to NASIC.

Federal Civil Service personnel who are currently employed by NASIC.

Contractor personnel currently employed by NASIC, who have been issued a NASIC access badge, and who have served as a NASIC contractor for at least one year, or who were previously assigned to NASIC as a member of the military services, or who were previously employed by NASIC as a civilian.

Membership Renewal

Active and Reserve Members: The Membership VP will renew members' membership status upon receipt of the member's dues payment.

Inactive Members who wish to return to Active Membership Status: Accomplished via negotiation with the Membership Vice-President.

Lifetime Dues (Optional)

For members under 50:	\$250.00
For members between 50-64:	\$150.00

For members between 65-74:	\$100.00
For members between 75-80:	\$50.00
For members 81 and over:	Free

ARTICLE IV: Sources of Income

NASIC Association funds are raised via membership dues, contributions, and funds raised during our annual golfing events.

All members of the Executive Board and all Officers and Committee/Special Projects Chairpersons serve on a volunteer status and receive no compensation.

ARTICLE V: Personal Financial Liability Protection Notification

IAW AFI 34-222 "Private Organizations Program", the NASICA President will issue an annual statement that shall be transmitted to all NASICA members advising them that as of 5 Dec 2021, the NASICA carries a commercial liability insurance policy which protects NASICA members participating in a NASICA event.

This statement will be issued each January.

ARTICLE VI: The Executive Board

Voting Members of the Executive Board

NOTE: Due to the frequent rotation of NASIC military personnel, it is preferred, but not required, that Executive Board positions be filled by civilian individuals.

Senior NASICA Operations Advisor (Senior retired individual, votes in the event of a tie)

President

Executive Vice-President

Vice-President for Membership - NASICA (Retired)

Vice-President for Membership - NASIC (Assigned to/employed by NASIC)

Treasurer

Secretary

Advisory (Non-Voting) Members of the Executive Board

Senior Operations Advisor NASIC (Senior NASIC Civilian Employee)

Senior NASICA Representative to the NASIC Command Section: (Senior NASIC Civilian Employee)

Selection:

Senior Operations Advisor - NASICA

This individual will be selected by the NASICA President and Executive Vice-President and submitted to the Executive Board for approval.

Senior Operations Advisor - NASIC

Senior NASICA Representative to the NASIC Command Section

These individuals will be selected by the NASICA President, the NASICA Executive Vice-President and the Senior Operations Advisor – NASICA and submitted to the Executive Board for approval.

Duties. The Executive Board is responsible for all ongoing operations of the NASICA, to include appointing NASICA individuals to approve and oversee specific areas of NASICA activities and well as approving all financial expenditures.

Meetings.

Executive Board meetings shall be held monthly at a date and location determined by the President.

A quorum for conducting business of the Board shall be five of the seven voting members.

Compensation.

Members of the Executive Board shall not receive compensation for any service rendered to the Association. However, they may be reimbursed for expenses incurred or purchases made in the performance of their NASICA duties.

ARTICLE VII: Officers and Committee/Special Projects Chairpersons

Section 1. Elected Officers

President.

Duties

Preside at all meetings of the Executive Board and meetings of the NASICA general membership.

Appoint committee chairpersons with the approval of the Executive Board.

Make interim Board and committee chairperson appointments, as needed, with the approval of the Executive Board.

Sign all contracts, with the Treasurer, after approval by the Executive Board.

Serve as an ex-officio member of all committees except the Nominating Committee.

Call meetings of the Executive Board at least once a month.

Terms of Office

The President shall be elected for a term of two years to serve from the time of the annual meeting in odd-numbered years.

The President may not serve more than two consecutive years on the Executive Board without the documented approval of the other four members of the Executive Board. Each year of service after the first two years must be renewed and approved by the other members of the Executive Board.

There must be an interval of at least one new individual in office as president between each term of the same individual.

Transition

There shall be a meeting of the Executive Board within 30 days following installation of a new President.

The meeting should include outgoing as well as incoming officers.

Upon introduction of new business, the gavel, the Bylaws, and files shall be turned over to the newly installed President who then becomes the presiding officer.

The Secretary will record these proceedings in the minutes.

Executive Vice-President

Duties

The Executive Vice-President shall perform the duties of an absent President and perform such duties as are assigned by the President.

In the absence of the President, perform the duties of the President.

Terms of Office

The Executive Vice-President shall be elected for a term of two years to serve from the time of the annual meeting in odd-numbered years.

The Executive Vice-President may not serve more than two consecutive years on the Executive Board without the documented approval of the other four members of the Executive Board. Each year of service after the first two years must be renewed and approved by the other members of the Executive Board.

There must be an interval of at least one new individual in office between each term of the same individual.

Transition

There shall be a meeting of the Executive Board within 30 days following installation of a new Executive President.

The meeting should include outgoing as well as incoming officers.

Upon introduction of new business, any appropriate files shall be turned over to the newly installed Executive Vice-President.

The Secretary will record these proceedings in the minutes.

Treasurer

Duties

Maintain the financial records and checking account.

Deposit checks written to the NASICA in a timely manner.

Sign checks and maintain for each check issued a receipt, invoice, or signed request for reimbursement.

Identify two other officers who shall be alternate signers.

Ensure that the treasury balance is at least a sum equal to the unpaid bills and obligations for which the NASICA is responsible.

Co-sign contracts with the President.

Present a financial report at each meeting of the Executive Board and general membership.

Ensure NASICA is in compliance with all USAF regulations and instructions regarding a Private Organization.

Prepare, send, file and maintain all official correspondence that records and reports on financial activities associated with the NASICA.

Accomplish annual filings to maintain 501(c)(3) charitable organization status.

A third party will be added to the NASICA account either annually or whenever a new Treasurer has been appointed and accepted.

Terms of Office

The Treasurer shall be elected for a term of two years to serve from the time of the annual meeting in odd-numbered years.

The Treasurer may volunteer to serve beyond two years at the pleasure of the President and with the concurrence of the Executive Board.

Transition

There shall be a meeting of the Executive Board within 30 days following installation of a new Treasurer.

The meeting should include the outgoing as well as the incoming officers.

Upon introduction of new business, all appropriate NASICA documents and files associated with the office of Treasurer shall be turned over to the newly installed Treasurer.

The Secretary will record these proceedings in the minutes.

Vice-Presidents for Membership – NASICA

Description. There shall be two NASICA Vice-Presidents for Membership.

Primary. The Primary Vice-President for Membership will preferably be an individual who is retired and can dedicate more time to this position. The Primary Vice-President for Membership is a voting member of the NASIC Executive Board, serves as the lead individual for the duties listed below and will coordinate fully with the Supporting Vice-President for Membership.

Associate. The Associate Vice-President for Membership is a purely voluntary position. This individual will preferably be a civilian that is currently employed within NASIC and who has full electronic access to all NASIC personnel. This individual will serve as a non-voting advisory member of the NASIC Executive Board and will assist the Primary Vice-President for Membership in carrying out the duties listed below, especially regarding those that require interaction with active military and civilian NASIC personnel.

Duties

Primary Vice-President for Membership

Maintain the NASICA Master Membership Database and Membership Roster.

At least one month prior to 01 January, advise all members that annual dues are due by 01 January of each calendar year.

At least twice during the calendar year, contact all Reserve and Inactive Members regarding delinquent dues and solicit dues payments as appropriate.

Maintain and disseminate the NASICA membership enrollment and renewal forms. Ensure new members, renewing members, and the NASIC Personnel Office have ready access to the NASICA membership enrollment and renewal forms.

Solicit new members from the NASIC workforce and enroll them in the NASICA membership body.

Provide the NASICA Executive Board with a NASICA Membership Status and Trends Report at least quarterly, as well as upon the request of any member of the Executive Board.

Provide the NASICA Membership with updated Membership Rosters to email-connected members at least four times a year and to those without email via USPS at least once a year.

Prepare and distribute the NASICA News Updates and NASICA News Briefs to all electronically connected NASICA members at least monthly.

Provide Membership Reports and appropriate items from past NASICA News Updates and NASICA News Briefs to the NASICA Annual Newsletter Editor for publishing in the Annual NASICA Newsletter.

Provide the Executive Board and the Membership with updates to the Membership as needed, to especially include the passing of any current or former member of NASIC, regardless of whether or not such Alumni were members of this Association.

In the absence of the President and Executive Vice-President, the Primary Membership VP shall perform the duties of the President.

Associate Vice-President for Membership

Generate and put into place methods for advising the NASIC workforce of the existence and mission of the NASICA.

Solicit new members from the NASIC workforce and enroll them in the NASICA membership body.

Ensure NASIC personnel who are departing NASIC are provided with the latest version of the NASICA membership enrollment form prior to their departure.

Provide inputs/updates to the VP for Membership - NASICA on new NASICA members.

Provide the Executive Board with a summary of NASIC workforce enrollments in the NASICA on a quarterly basis, and upon the request of any member of the Executive Board.

Provide NASIC Workforce Membership Reports to the Newsletter Editor for publishing in the Annual NASICA Newsletter.

Provide the Executive Board and the Membership with updates to the NASIC Workforce Membership as needed, to especially include the passing of any current or former member of NASIC, regardless of whether or not such Alumni were members of this Association.

Terms of Office.

Primary Vice-President for Membership

The Primary Membership Vice-President shall be elected for a term of two years to serve from the time of the annual meeting in odd-numbered years.

The Primary Membership Vice-President may volunteer to serve beyond two years at the pleasure of the Executive Board.

Associate Vice-President for Membership

The Associate Vice-President for Membership is a voluntary advisory position and is not restricted to any terms of office.

Transition

Primary Vice-President for Membership

There shall be a meeting of the Executive Board within 30 days following installation of a new Primary Membership Vice-President.

The meeting should include the outgoing as well as the incoming officers.

Upon introduction of new business, all appropriate NASICA membership-related documents and files shall be turned over to the newly installed Primary Membership Vice-President NASICA.

The Secretary will record these proceedings in the minutes.

Associate Vice-President for Membership

The Associate Vice-President for Membership is a voluntary advisory position, and no transition process is required.

Secretary

Duties

Maintain the NASICA Minutes Book.

Record and report the following to the Executive Board:

- The minutes of all proceedings of the Executive Board
- The minutes of any general membership meetings
- The results of any NASICA Voting events,

Prepare, send, file and maintain all official correspondence that records and reports on non-financial activities associated with the NASICA.

Terms of Office

The Secretary shall be elected for a term of two years to serve from the time of the annual meeting in odd-numbered years.

The Secretary may volunteer to serve beyond two years at the pleasure of the President and with the concurrence of the Executive Board.

Transition

There shall be a meeting of the Executive Board within 30 days following installation of a new Secretary.

The meeting should include the outgoing as well as the incoming officers.

Upon introduction of new business, all appropriate NASICA documents and files associated with the office of Secretary shall be turned over to the newly installed Secretary.

The newly installed Secretary will record these proceedings in the minutes.

Section 2. Dismissal and Replacement of Elected Officers.

When. In the event an Elected Officer fails to comply with assigned responsibilities, they may be relieved of office by majority vote of the Executive Board.

Replacement

Temporary Nomination. Nomination of a temporary replacement for any of these positions shall be made by the President as soon as the individual has been dismissed, but no later than 10 days after the expected loss of the individual.

Special Nominating Committee. As soon as the President confirms that one of these individuals will be dismissed, the President will establish a Special Nominating Committee to identify replacement candidates.

Schedule. The Special Nominating Committee will have 60 days to identify replacement candidates.

Special Election. As soon as the Special Nominating Committee identifies replacement candidates, a Special Election will be held among the NASICA Membership to elect the replacement officer in accordance with Article VIII.

Special Case: President. Should the President resign or be relieved, he or she will be immediately succeeded by the Executive Vice-President for the remainder of the President's term.

Section 3. Standing and Special Committee Chairs, Standing Project Managers and Special Event Chairs,

Appointment to Office. These individuals shall be nominated by the President and approved by the majority of voting members at the first Executive Board meeting following the nomination.

Terms of Office.

These individuals shall be appointed for a term of two years.

These individuals may volunteer to serve beyond two years at the pleasure of the President and with the concurrence of the voting members of the Executive Board.

In the event that an individual occupying one of these positions chooses to resign, their replacement shall be nominated by the President and approved by the majority of voting members at the first Executive Board meeting following the nomination

Standing Advisors, Committee Chairs, Special Event Chairs, and Standing Projects Managers. These shall be as follows; others are permitted with the approval of the Executive Board:

Standing Committee Chairs

Golf Outings Committees
Larry L Benson Scholarship Committee

Special Committee Chairs

Elections Committee
Nominating Committee

Standing Projects Managers

Fundraising (Other than Golf Outings)
Historian
Newsletter Editor
Wall of Honor Nominations
Webmaster

Special Event Chairs

Annual Meeting
Others: To be identified as needed by the Executive Board whenever new events are identified as suitable for NASICA engagement.

ARTICLE VIII: Elections

Section 1. Nominations.

Selection. A Nominating Committee shall be selected by a majority vote of the Executive Board.

Organization. The Nominating Committee shall consist of a chairperson and two members.

Duties. Nominate a slate of officers whose' names will be included with the transmission of the official notification of the annual meeting to all members.

Procedures. For elections conducted at the Annual Meeting, nominations from the floor will be in order.

Section 2. Voting.

Selection. An Elections Committee shall be appointed by the President to conduct the next election.

Organization. The Elections Committee shall consist of three NASICA members.

Procedures.

Elections shall be by secret ballot, including proxy and absentee ballots.

Each individual and honorary member has one vote.

An individual may not hold proxies representing more than 10 percent of the voting membership.

Section 3. Installation of Newly Elected Officers.

Installation. Newly elected officers will be installed at the Annual Meeting, or at the next Executive Board meeting following an out-of-schedule election.

Transition. As described in Article VII.

ARTICLE IX: Annual Meetings

When. There shall be an annual meeting that is open to the entire membership and invited guests during the month of October.

Advisories. Notice of the meeting shall be sent via email and/or USPS to each member at least 60 days before the scheduled date.

Resolution of Unexpected Issues.

Between annual meetings, if there are issues that arise for which the Executive Board determines there needs to be a vote of the membership, an advisory document explaining these issues will be prepared, to include a deadline for receiving votes and the advisory document including the request for votes on the issue(s) shall be transmitted via email and USPS to the entire Active and Reserve Membership for voting.

Issues shall be decided by a majority of the replies that are received via email or via USPS mail that is postmarked no later than the deadline date.

Quorum. The quorum for conducting business at the annual meeting shall be 10 percent of the voting members.

Procedures.

Rules of Order. Meetings shall be conducted using generally accepted rules of procedures.

Election of Officers.

Election of officers will be conducted during the Annual Meeting.

These elections, and all other matters presented to the membership for approval shall be determined by a majority of a quorum of members present in person or by absentee ballot or proxy.

ARTICLE X: Bylaw Amendments

The Bylaws may be amended or revised:

At an annual meeting by an affirmative vote of a quorum of voting members.

By email and USPS input by an affirmative vote of a majority of voting members.

Proposed amendments shall be provided to members at least 30 days prior to a vote.

IRS: NASICA Executive Board consideration will be given to the impact of any proposed amendments or revisions to these Bylaws with respect to the impact of such amendments or revisions on NASICA's 501(c)(3) status.

AFI 34-223. The NASICA Bylaws will be maintained in accordance with the provisions of AFI 34-223 "Private Organizations (PO) Program."

ARTICLE XI: Audits

Audits shall be accomplished in accordance with AFI 34-223, "Private Organizations Program" and upon a change of the NASICA treasurer.

A copy of the audit shall be submitted to the appropriate organization at Wright-Patterson AFB, Ohio.

ARTICLE XII: Dissolution. Should the NASICA organization be dissolved, remaining assets after satisfaction of all obligations of the corporation shall be distributed for purposes within the scope of Internal Revenue Service Code 501(c)(3), or amendments thereof.