



# GALAXY COMMUNITY COUNCIL

570 Patriot Avenue, Box 10  
Westover Air Reserve Base, MA 01022-1634  
[www.GALAXYCOUNCIL.com](http://www.GALAXYCOUNCIL.com)

## *Charter of Operation*

1. *Authority.* The Westover Air Reserve Base “Galaxy Community Council” is a private organization established in accordance with Air Force Instruction 34-223. The authority to operate within the confines of Westover ARB is governed by the provisions of AFI 34-223 and sanctioned by the Wing Commander.

2. *Organization.* The organization is represented by the members of the communities surrounding Westover ARB proper and within the region of economic impact. The Galaxy Community Council is a self-sustaining, non-partisan, nonsectarian and non-profit organization. The President is elected every two years by the membership. Only members in good standing have voting privileges. Member dues are the main source of income.

3. *Objectives.* The Galaxy Community Council is organized to support the common interests of the United States Military and the communities represented by its members exclusively for charitable, religious, educational, and scientific purposes under section 501(C)(3) of the Internal Revenue code, or any corresponding section of any future federal tax code.

4. *Fiscal Year.* For the purpose of elections, record keeping and financial condition, the fiscal year of the Galaxy Community Council will run from 1 January to 31 December. Membership cards will run 1 January to 31 December of the same year.

5. *Officers.* The elected officers of the organization shall be the President, Vice-President, Secretary, and Treasurer. An ex officio officer shall be the Council Advisor, who shall be the commander of the 439th Airlift Wing or his representative.

6. *Meetings.* Board of Directors’ meetings are held monthly and at least six general membership meetings are held annually. A schedule with date and time of all meetings shall be included in each current directory

7. *Activities.* The primary recurring activities of the organization will be determined by the Board of Directors and approved by a vote of the general membership.

8. A copy of the organization charter shall be held by the executive secretary of the council and a copy forwarded to the Wing Commander of Westover ARB.

## ARTICLE I

### NAME

The name of this organization shall be GALAXY COMMUNITY COUNCIL

## ARTICLE II

### OBJECTIVES

The objectives of the GALAXY COMMUNITY COUNCIL shall be:

Section 1. To identify the common interests of the civilian and military population with the view of recognizing problem areas and supporting constructive effort of mutual benefit.

Section 2. To establish and develop a harmonious relationship through mutual understanding and joint participation in common activities.

Section 3. To achieve full use of base and community leadership facilities to the maximum extent permitted by Air Force Instructions.

Section 4. To cooperate with civilian reuse of excess facilities and the development of general aviation at Westover ARB.

## ARTICLE III

### GENERAL PROVISIONS

Section 1. The Galaxy Community Council operates and uses facilities of Westover ARB only with the consent of the Wing commander. The Wing Commander's letter of consent shall be filed with the Executive Secretary of the Council. The Galaxy Community Council agrees to operate in compliance with the requirements and conditions of all applicable Air Force regulations.

Section 2. The Galaxy Community Council shall be incorporated under the laws of the Commonwealth of Massachusetts.

Section 3. The Galaxy Community Council shall have liability insurance IAW AFI 34-223 para. 10.11 unless the Wing Commander waives the requirement

Section 4. Upon dissolution of the organization, 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 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.

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## Article IV

### POLICIES

Section 1. The endeavors of this organization shall be directed toward its objectives and its programs shall be developed through conferences, committees and projects.

Section 2. This organization shall be non-commercial, non-sectarian and non-profit; it shall not endorse any commercial enterprise or political interest.

Section 3. The name of the organization, or the names of any members in their official capacities within this organization shall not be used in connection with a commercial concern or with any partisan interest, or for any other purpose than the regular work of this organization.

Section 4. This organization shall not seek to direct the administrative activities of Westover ARB or any of the communities represented by individual members or any commercial organization employing individual members.

Section 5. This organization may cooperate with other organizations and agencies active in civic and community improvement as long as neither party makes a permanent and binding commitment that endures beyond the scope of a specific temporary project.

## ARTICLE V

### MEMBERSHIP

Section 1. Any resident of a city or town within the geographic area having a common interest with Westover ARB may become a member of the Galaxy Community Council. Applicants for membership must be nominated by an authorized member of this organization, recommended by the Membership Committee, and approved by the Board of Directors.

Section 2. The Galaxy Community Council will endeavor to attract members from cities and towns within the twenty-mile region of economic impact of Westover ARB

Section 3. The annual dues of general members shall be established by the Board of Directors, and shall be due and payable as of January 1st of each year.

Section 3a. The Board of Directors will review the dues structure of the Galaxy Community Council on an annual basis. This review will take place in a timely manner, and the annual dues adjusted as required by the financial condition of the council.

Section 3b. During an air show year, no new applications for membership will be accepted during the period 120 days prior to the date of the air show.

Section 4. Members must attend a minimum of three events or meetings per year to remain on active status. If minimum attendance is not maintained, the Galaxy Community Council Board of Directors may remove the member from the active roster.

## ARTICLE VI

### OFFICERS AND ELECTIONS

Section 1. The officers of this organization shall be a President, Vice-President, a Secretary, a Treasurer, and a Council Advisor who shall be the commander of the 439th Airlift Wing or a representative appointed by the commander.

Section 2. There shall be a nominating committee consisting of five members of the Council appointed by the President, and this committee shall meet at least 20 days prior to the odd-year annual meeting. The incumbent president will serve as an ex officio non-voting member of this committee.

Section 3. The nominating committee shall select one nominee from the ranks of the membership for each office to be filled and report their selections at the annual meeting.

Section 4. Following the report of the nominating committee at the annual meeting, nominations will be accepted from the floor.

Section 5. A list of all candidates for office will be mailed to the general membership at least two weeks prior to the special meeting called for the election of officers.

Section 6. Officers, except the Council Advisor, shall be elected and shall assume their duties at the Special meeting held for the election of officers, and shall serve for a term, of two years, or until their successors are elected.

If the Special meeting for the election of officers is recessed without an election being held, then the election of officers is reconvened. The election of officers shall be conducted by a show of hands; however, a secret written ballot may be conducted for any contested office if requested.

## ARTICLE VII

### DUTIES OF OFFICERS

Section 1. The President shall preside at all Board of Directors and general membership meetings; appoint a Chief of Protocol from the membership; perform other duties as may be prescribed in these by-laws or assigned by the organization or the Board of Directors and coordinate the work of the officers and the committee chairmen in order that the objectives may be achieved.

Section 2. The Vice-President shall perform the duties of the President in the president's absence.

Section 3. The Secretary shall keep and maintain all corporate records of the organization and the Board of Directors and shall perform such other duties as may be delegated by the President. Upon request, a copy of the minutes of each meeting shall be mailed to the Wing Commander,

Section 4. The Treasurer shall receive and disburse all monies of the organization and keep accurate records. All monies shall be deposited in a financial institution insured by the FDIC. The Treasurer, or when absent the Vice-President, shall present a financial statement at each meeting of the Board of Directors, at general membership meetings, and at other times when so requested by the President or the Board of Directors.

Prior to the October meeting the President shall appoint an Audit committee of not less than three members. The Audit Committee shall, with the cooperation of the Treasurer perform a full audit of the books of the organization prior to March 1 at which time the books will be certified and transferred to the incoming Treasurer. The effective date of such audit shall be no earlier than the first day of February of the current year.

The Vice-President shall be authorized to write checks on the organizations account in case of incapacitation or absence of the Treasurer. The Treasurer shall have authority to disburse monies upon approval by the Board of Directors. Disbursements over \$1000.00 shall require the signature of two officers.

Section 5. A Chief (or Chiefs) of Protocol may be appointed when necessary by the Board of Directors and shall be responsible for organizational matters relating to diplomacy, formality, precedence, and etiquette in accordance with the Council by-laws and military custom. The appointee also functions as the key liaison officer for coordinating protocol related events with all military units at Westover ARB. Chiefs of Protocol may serve by appointment of the President.

## ARTICLE VIII

### MEETINGS

Section 1. The regular meetings of this organization shall be held monthly at such time as designated by the President or by a quorum of the Board of Directors.

Section 2. Special meetings may be called by the President, or by a quorum of the Board of Directors. A notice of the Special Meeting, setting out the purpose of said meeting, shall be mailed to all members at least two weeks prior to the convening thereof.

Section 3. The Annual Meeting shall be held in January of each year.

Section 4. The privilege of holding office, introducing motions and voting shall be limited to current members in good standing. A membership is current if listed on the council roster on January 1, which can be verified by the Vice-President or Treasurer.

## ARTICLE IX

### BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected officers of the organization, the chairman of each standing committee, the immediate past president, the Chief of Protocol and the Council Advisor. The President shall have the authority to appoint additional members to the board.

Section 2. The directors of the executive board shall consist of not more than twelve voting members in good standing. They shall serve for a staggered three year term.

2a. Four board members shall be replaced every year.

2b. After serving a three year term, board members may only be reelected to serve on the board after a period of one calendar year.

2c. Failure by a director to attend three consecutive meetings, without a reason acceptable to the board, or to perform assigned duties, shall be declared a vacancy and they will be ineligible to hold any elected office for the remainder of the term. The secretary will send proper notification.

2d. In case of a vacancy, the president will nominate a Galaxy member to fill the vacancy. This nomination is subject to approval by the voting members of the board.

Section 3. The Board of Directors shall transact necessary business in the intervals between organization meetings and transact other business as may be referred to them by the President or members of the organization.

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Section 4. Regular meetings of the Board shall be held monthly, the time to be fixed by the President, or by a quorum of the Board of Directors. No special meeting of the Board of Directors shall be convened unless written or oral notice thereof has been given to each member at least twenty-four hours in advance.

Section 5. Voting privileges and motions at Board of Directors' meetings are limited to Directors and Chairmen of Standing Committees. Vice-Chairmen of Standing Committees may vote in the absence of the Chairman.

Section 6. A Financial Advisory Committee will be established at the first Board of Directors meeting following the annual election. All proposed expenditures exceeding \$1000.00 will be referred to this committee for evaluation prior to action by the Board of Directors. The committee will be comprised of the Treasurer, who will serve as Chairman, and two directors appointed by the President.

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## ARTICLE X

### QUORUM

Section 1. A quorum for the purpose of transacting any business at the Board of Directors meeting will be constituted by the presence of 25 percent of the total number of voting directors or their authorized representatives. A quorum for the purpose of transacting any business at any general membership meeting shall be constituted by the presence of at least 15 percent of the total number of eligible members of the organization.

## Article XI

### STANDING AND SPECIAL COMMITTEES

Section 1. *Standing Committees.* The President shall appoint standing committees as deemed necessary.

A. *Membership Committee.* This committee's chief function is to provide support required for screening nominees for membership and processing membership applications.

B. *Special Events and Projects committee.* This committee serves the Council by assisting each event/project chairman to assure successful completion of his objectives. Special projects as determined by the Board of Directors may require this committee's assistance.

C. *Finance Committee.* The members of the Finance committee serve the Chairman and the Vice-Chairman of this committee, who in turn support the efforts of the Board of Directors.

D. *Military/Civilian Liaison Committee.* This committee will be concerned with the publicity programs of the Council and may include coordination with local civic groups, city and chambers of commerce activities, and promotion of good relationships with electronic and print media representatives. Its chairman and vice-chairman will work in close cooperation with the Base Community Council's protocol officers and the Westover Public Affairs Office.

Section 2. The power to form special committees and appoint their members rests with the President. A special committee is created and appointed for a specific purpose and terminated when the task is completed.

Section 3. The President and the designated military representative shall be ex officio members of all committees.

## ARTICLE XII

### AWARDS AND CITATIONS

Section 1. The Board of directors shall present all awards and citations in the name of the organization only. Any member of the organization may recommend an award or citation to the Board of Directors.

Section 2. All plaques and citations shall be ordered by the Chief of Protocol, upon instruction by the President after receiving such instruction from the Board of Directors.

## ARTICLE XIII

### AMENDMENT OF BY -LAWS

Any member may propose in writing at any board, regular or special meeting of the organization an alteration or amendment of the By-Laws. The President shall appoint a committee composed of not less than three members who shall be instructed to examine the suggested alteration or amendment to the By-Laws. This committee will report their recommendation for adoption or rejection of these amendments at the next regular meeting. At that meeting of the organization, the President shall call for a vote from the floor, to adopt or reject the proposed alteration or amendment to the By-Laws.