



Misawa Geocachers Organization (MiGO)  
at  
MISAWA AIR BASE, JAPAN

ARTICLE I  
NAME AND AUTHORITY

**Section 1.** The name of this organization will be “ Misawa Geocachers Organization” and is established pursuant to the provisions of AFI 34-123, and in accordance with all applicable civil and military laws and regulations. Operation is contingent on compliance with the requirements and conditions of all applicable Air Force regulations.

**Section 2.** This is a Private Organization and operates on Misawa Air Base only with the written consent of the Commander, 35th Mission Support Group.

ARTICLE II  
PURPOSE

**The purpose of this organization shall be to promote Geocaching in the Tōhoku region (and Misawa specifically), to include educational and environmental activities designed to promote knowledge of GPS navigation, geography, history, local culture, and good stewardship of the Earth. This organization will conduct itself in a manner which is free of racial discrimination and provide equal opportunity and treatment for all members and prospective members regardless of their race, color, religion, sex, handicap, age, or national origin.**

ARTICLE III  
MEMBERSHIP

**Section 1.** Definition: Membership is open to all persons. In order to remain in good standing, a member must pay dues in accordance with the bylaws.

**Section 2.** Active members are members in good standing who attend more than 50 percentage of meetings and participate in more than 60 percentage of events.

**Section 3.** Associate members are members in good standing who attend up to 50 percentage of meetings and participate in up to 60 percentage of events.

**Section 4.** Honorary members are members who are entitled to all benefits of membership as outlined in the bylaws, but who by extraordinary service to MiGO, to geocaching, or to the ideals espoused by geocaching, are exempt from dues via the process outlined in the bylaws.

**Section 5.** Friends of MiGO are persons who maintain an interest in the organization by subscribing to MiGO mailing lists and newsletters, but who do not pay dues. Friends of MiGO are welcome to attend meetings but have none of the privileges of full membership, including (but not limited to) the ability to vote, serve on committees, or suggest agenda items.



Section 6. Any person wishing to join this organization may make an application at a regular membership meeting or via the organization's website.

Section 7. Membership in this organization will be terminated:

- a. **Upon request or PCS of the member concerned.**
- b. If the member fails to meet financial responsibilities, such as dues six (6) months in arrears.
- c. Upon recommendation of the board of governors after a complete review of the circumstances and approval of the general membership.
- d. Failure to meet participation requirements and recommendation of the board of governors and approved by the general membership.
- e. For any other valid reason when recommended by the board of governors and approved by the general membership.

#### ARTICLE IV DUES AND FINANCES

Section 1. Dues shall be paid by active and affiliate members.

Section 2. The dues shall be established by the bylaws of this constitution.

#### **Section 3. Sources of Income**

- a. **Internal fund-raisers, as approved by the membership.**
- b. **Community wide fund-raisers, as approved by the general membership and the Commander, 35th Force Support Commander.**

**Section 4. Money collected will be used for operation of this organization and events as well as for the purchase of emblematic items such as t-shirts, coins, plaques, and specialty items to be used for the promotion of the organization at large or specific events.**

#### ARTICLE V OFFICERS AND ADMINISTRATION

Section 1. The administration of this organization shall be conducted by a Board of Governors, constituted as follows: a president, vice-president, secretary, and treasurer. These officers shall perform the duties herein specifically provided for and also those specified by the bylaws and other such duties as are usually incident to their office.

Section 2. Each term of office shall be of one year.



a. Officers' terms may be terminated prior to the date of the September monthly meeting for the following reasons:

- (1) Permanent change of station.
- (2) Resignation, if accepted by a majority vote of the board of governors.

b. The term of office will begin yearly on the date of the September monthly meeting.

### Section 3. Elections

a. The board of governors shall consist of the President, the Vice-President, the Treasurer and the Secretary.

b. All members of the board of governors shall be elected at the monthly meeting in August from a slate submitted by nomination between July and August. Nominations may be made from the floor. Elections require a majority vote of the votes cast: and in case a majority is not received by a candidate, then a run-off vote shall be held for the top two (2) candidates. Votes will be cast by secret ballot by honorary members and members in good standing. Proxy votes will not be permitted.

c. Members eligible for holding office must have at least one year remaining on station at the beginning of their term and must have been an active member for at least three (3) months.

d. A majority vote of the members present shall be needed before any proposed action becomes valid. A majority shall be  $1/2$  plus 1 of the members present. The president shall vote only in the event of a tie.

Section 4. Vacancies occurring in the office of the president shall be filled by special election. Other offices will be filled from the board of governors by appointment by the president for the remainder of the term. Should two (2) or more board members vacate from the board, a special election will be held to fill the vacancies.

### Section 5. Duties and powers of the board of governors and organization officials

a. The board of governors shall meet when deemed necessary by the organization or the president. The presence of a three-fourths  $3/4$  of the board members is required to constitute a quorum. The action of the board of governors requires a majority of vote before it is valid. Proxy votes will not be permitted.

b. The board of governors has the authority to authorize expenditures of amounts not greater than five hundred (500) dollars. Other expenditures require a majority vote of the voting members at any meeting. The board of governors shall oversee preparation of an annual budget and periodically review the budget with actual financial operations.

c. The board of governors will recommend policies, supervise programs, approve entertainment, rule on membership, except as specifically provided otherwise, enforce the constitution, and take action to resolve all grievances, complaints and suggestion and take action to resolve all grievances, complaints and suggestions submitted by members.

d. The president shall preside over all meetings of the board of governors and general/special meetings of the membership. The president shall call special meetings of the membership, supervise elections, appoint committees as deemed necessary, prescribe their function, and appoint the committee chairperson.

e. The vice-president shall assume the duties of the president in the president's absence.



f. The secretary shall maintain written minutes of all meetings. Minutes shall be made available for review to any member.

g. The treasurer shall receive, deposit, disburse, maintain a record and account for all funds of the organization and prepare the publication of all monthly statements of the financial status of the organization. A financial status report will be given to the membership at each general membership.

- (1) The books of the treasurer will be reviewed at least two (2) weeks prior to termination of office. The results of this review will reflect the new treasurer's acceptance of said books. **A copy of the new treasurer's acceptance will be forwarded to the 35th Force Support Squadron Private Organizations Monitor within thirty (30) days of transfer of office.**
- (2) **Quarterly reports per AFI 34-223, para 10.6.1., shall be filed by the 15th of each ending quarter. Annual reports per AFI 34-223, para 10.6.1., shall be filed on a calendar year rotation. Annual reports shall be submitted to 35th Force Support Squadron Private Organizations Monitor on the 31st day of January each year.**
- (3) **Cost of all financial reviews/audits are the responsibility of this organization. Copies of these audits will be provided to the 35th Force Support Squadron Private Organizations Monitor within 15 calendar days of the completion of the report.**

h. The webmaster shall be the primary person responsible for maintaining the organizational website and will be appointed by the president upon review of his or her technical qualifications.

## ARTICLE VI INSURANCE

**Section 1. All members of the organization are jointly and severally liable for the obligations of the organization.** *(This means that if the private organization incurs financial obligations that it cannot meet, each member could be personally liable in the member's individual capacity for the entire amount due).*

**Section 2. The organization will maintain liability and property damage insurance coverage commensurate with risk to protect against any claims or lawsuits which might arise from the commission or omission of acts by its members when acting in any capacity for or in participating in any activities of the organization. Such coverage, when required, must expressly provide that neither the U.S. Government or any Non-appropriated Fund instrumentality will be liable for any claims or judgments against the organization to its members. A copy of the insurance policy and all renewal policies will be forwarded to the 35th Force Support Squadron Private Organizations Monitor. If insurance is not deemed necessary, submit a request for Waiver of Insurance requirement to the 35th Force Support Squadron Private Organizations Monitor for approval by the Commander, 35th Mission Support Group.**



## ARTICLE VII MEETINGS

- Section 1. General membership meetings will be held once per month.
- Section 2. Special membership meetings may be called at the discretion of the board of governors or must be called upon written request of two-thirds (2/3) of the membership.
- Section 3. Public notices of special membership meetings must be given.
- Section 4. A majority vote of the members present is required for passing a resolution, except as otherwise provided.

## ARTICLE VIII DISSOLUTION

**Section 1. This organization will notify 35th Force Support Squadron Private Organizations Monitor of its intent to dissolve and prepare a time-phased action plan to do so.**

**Section 2. In case of dissolution of the organization, any funds in the treasury after satisfaction of any outstanding debts, liabilities or obligations will be donated in equal portion to the Misawa Girl Scouts and Misawa Boy Scouts. Disposal of other assets shall be determined by the membership.<sup>1</sup> However, if upon dissolution, liabilities exceed assets, then the excess of liabilities over assets shall be paid by the membership on a pro rated basis. For the purpose of this article, a member is defined as one whose name is carried on the roll of the active and associate members as of the date of notification.**

**Section 3. In the event that a Non-appropriated Fund Instrumentality fills the need for which this private organization is established, this organization will be dissolved by direction of the Commander, 35th Mission Support Group. Under those circumstances, all financial transactions of dissolution would be concluded separately and apart from the operation of any activity established as a non-appropriated fund instrumentality.**

**Section 4. The Commander, 35th Mission Support Group, has the authority to dissolve this organization in the event that there are no members present or in the best interest of the United States Air Force.**

## ARTICLE IX BYLAWS

Bylaws shall be established or changed by the membership of the organization. Individual bylaws may be initiated, changed or eliminated by two-thirds (2/3) vote of the voting members at any meeting with two (2) weeks notice.

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<sup>1</sup> Distribution of residual funds and other assets will not accrue to the benefit of any individual member of the membership as a whole.



ARTICLE X  
AMENDMENTS

Section 1. The constitution may be amended at any scheduled meeting of the organization by two-thirds (2/3) vote of the membership present and eligible to vote, provided that a written, printed or public notice of the proposed amendment has been given to the membership at least two (2) weeks prior to the date of the meeting. Amendments to the constitution can be proposed by the board of governors or by written petition of two-thirds (2/3) of the membership at any meeting. **All amendments to this constitution are subject to final approval of 35th Mission Support Group Commander.**

Section 2. **Conflicts of any provision of the constitution or bylaws with existing military directives will be changed administratively subject to the final review of the Commander, 35th Mission Support Group.**

I certify the information in this constitution is true to the best of my knowledge. \_\_\_\_\_  
(Date)

\_\_\_\_\_  
NAME PRESIDENT

\_\_\_\_\_  
NAME VICE-PRESIDENT

\_\_\_\_\_  
NAME SECRETARY

\_\_\_\_\_  
NAME TREASURER