

*Bylaws for United States Air Force
Baylor Affiliates Affinity Group
July 6, 2021*

I. **Purpose**

The purpose of the United States Air Force Baylor Affiliates (USAFBA) Affinity Group is to facilitate relationships among Baylor alumni that are USAF affiliated. This organization is a sub-group of the larger body of various affinity groups within the Baylor Alumni Engagement department. The USAFBA Affinity group strives to support the Baylor University USAF affiliated alumni and Detachment 810 (Det 810) Air Force Reserve Office Training Corp (AFROTC) programs and events. USAFBA will provide opportunities for networking and mentoring relationships within the alumni community with those currently on active duty, Guard, Reserve and those separated or retired from the Air Force. Furthermore, this group will welcome and support all newly commissioned USAF officers from the Baylor University AFROTC program.

II. Our overall **Mission** is to promote lasting connections among alumni, cadets, cadre, and staff in support of Baylor University, the USAF, and Det 810. As members, we value a sense of shared community and patriotism by upholding the USAF core values and the Christian ideals of Baylor University.

III. **Our Goals:**

A. Communicate and promote to USAFBA alumni in conjunction with Det 810 and the Baylor Alumni Engagement by providing networking, social, and mentoring opportunities.

B. Support the ongoing scholarship fundraising efforts AFROTC Corps Fund, AFROTC Corps of Cadets Endowed Fund, and the Chaplain Major General Gerald E. Marsh AFROTC Alumni Scholarship Fund for Det 810 programs and current cadets.

C. Welcome and recruit newly commissioned USAF officers to join the alumni engagement team and ideally offer a Baylor alumni contact at their first duty assignment or city.

IV. **Executive Leadership Structure:**

Executive Leadership

The Executive Steering Committee board shall be comprised of the Chair, Vice Chair,

and Secretary positions, in addition to geographic event representatives at locations in Texas including Texas USAF installations. Executive Steering Committee geographic locations include:

1. Austin/Hill Country
2. Dallas Fort Worth & NAS Ft. Worth JRB
3. Gulf Coast
4. Houston
5. North Texas & Sheppard AFB
6. Waco: Baylor University
7. West Texas: Goodfellow & Dyess AFBs
8. San Antonio: Lackland & Randolph AFBs.

In other words, the Executive Steering Committee is not to exceed three officer positions (Chair, Vice Chair, & Secretary) and eight geographically located event chair positions. The expansion of the program to other geographic locations will be voted on by the Executive Steering Committee and approved by the Alumni Engagement Team. All Executive Steering Committee board members will serve a two year term and will be voted on by the end of January by the outgoing Executive Steering Committee leadership (online or in-person vote). Likewise, a representative of the Baylor University Det 810 cadre is encouraged to serve in an ex-officio capacity.

Chair:

The duties of the Chair shall include:

- Preside over executive steering committee and general meetings
- Serve as primary liaison to the Det 810 and Baylor Alumni Engagement Team.
- Maintain and encourage memberships and fulfill groups goals
- Oversee primary operations ensuring networking and fundraising events are taking place by working with the Alumni Engagement Team and Steering Committee members.
- Call all votes.
- Introduces and welcomes new cadre and staff to Det 810.
- Annually introduce his/her Executive Steering Committee to the general membership, outline events for the year, and highlight fundraising efforts with an annual review letter.

Vice-Chair:

The duties of the Vice-Chair shall include:

- Assume responsibilities of the Chair should he/she be unavailable.
- Primary contact for membership recruitment and dues management with the Alumni Engagement Team.
- Manage online and promotional marketing for recruitment of the organization with the Alumni Engagement Team.
- Assign and follows up on projects assigned to event chairs.

Secretary:

The duties of the Secretary shall include:

- Take all meeting minutes for the quarterly steering committee meetings and email the minutes to the executive steering committee for a vote of approval. (Vote must be cast within 5 days of the meeting)
- Once approved the secretary will email the meeting minutes to the general membership.
- Compile and keep records on any meeting minutes from the geographic event chairs or any special meetings that take place.
- Handle all written correspondence to congratulate and support USAFBA members. Example: Retirement, Commissioning, Promotions etc...
- Strive to connect newly commissioned officers with a Baylor alumni point of contact at their first duty station.
- Collect and compile resumes for the next Steering Committee leaders to facilitate elections per the Executive Steering Committee Chair.

Geographic Steering Committee Events Chairs:

The duties of the Events Chair shall include:

- Assist with scheduling events and securing venues.
- Submit event requests forms to the Alumni Engagement Team for approval and advertising of the event.

- Serve as the geographic locations ambassador and will receive and welcome members to the scheduled events.
- Submit to the Secretary an after action report on the event's success, and opportunities for improvement to the Executive Steering Committee and Alumni Engagement Team within 30 days of the next quarterly meeting.

Ex-Officio Detachment 810 Cadre:

A member of the current Det 810 cadre are invited and encouraged to serve on the Executive Steering Committee board in a non-voting, ex-officio capacity. (ie. By courtesy of his/her position) No dues are required. He/She will work closely with the Executive Steering Committee Chair to communicate the needs of the detachment, events, and fundraising opportunities.

V. Elections:

As steering committee leaders complete their two-year term, the opportunity to apply for an executive leadership role will become available and advertised to the general members of the affinity group. Members will be required to submit their resume and any optional document allowing them to state why they are interested in becoming an executive leader. The current executive leadership will compile and will conduct an election among the current Executive Steering Committee board.

VI. Membership:

Membership in the USAFBA Affinity Group is open to Baylor alumni affiliated with the USAF. General Membership shall be defined as all individuals interested in developing and maintaining connections within the Baylor Family. The invitation for general membership shall be automatically extended to Baylor University alumni that are USAF veterans, Det 810 affiliated (alumni, cadre & staff) and/or current active duty USAF service members. General members in good standing (i.e. annual dues paid) can participate in meetings, programs, and events. Invitations and registration information will be emailed and posted to the Baylor University Affinity website.

VII. Meetings

The Executive Leadership shall meet quarterly online or in-person. A listing of meeting dates shall be established and shared by the Chair.

General meetings will happen quarterly online and at different geographic locations per the steering committee. The organization will maintain at least one meeting per year at Baylor University, working with Detachment 810 and/or the Alumni Engagement Team.

Provide for the general members a minimum of four engagements events per year, with a required one event at Baylor University/Det 810 annually. Examples: networking events, football games, dinners, guest speakers, Veterans' Day Events, Dining Out or Military Ball or the Commissioning ceremony.

VIII. Dues

All members will pay annual dues through the Alumni Engagement team. The steering committee will base dues level based upon the mission and operational needs of the organization working in conjunction with the Alumni Engagement team. Any changes to the dues levels must be voted on by the steering committee and approved by the Alumni Engagement team.

New Alumni: FREE For your first two years after graduating from Baylor, our newest alumni members enjoy free membership into the affinity group.

Geographically Separated: \$25/year. Because of the nature of our organization with potential members all across the USAF and geographically separated. This level of dues will be for those wishing to support the cadets and this program but cannot participate in events due to geographic separation outside of Texas. However, if the member is able to attend a Texas based event, the member will simply pay the prescribed event cost. A tax deductible letter acknowledging their contribution annually will be provided.

Texans

Bronze: Dues of \$50 per year. Dues go to cover the administrative cost of the organization. At this basic level, all members will be invited to Texas events or specific geographic events in your area. You will be provided with a tax deductible letter acknowledging your contribution.

Silver: Dues of \$100 per year. Dues go to cover the administrative cost and help to support the altruistic mission of the organization. (Scholarship funds, Commissioning Gifts) You will be provided with a tax deductible letter acknowledging your contribution.

Gold: Dues of \$200 per year. Dues go to cover the administrative cost and to help support the altruistic mission of the organization. (Scholarship funds, Commissioning Gifts) You will be provided with a tax deductible letter acknowledging your contribution.

IX. AMENDMENTS AND RATIFICATION

1. Amendments to the Bylaws may be offered at any time by any active member of the Affinity Group. For an amendment to be considered, 2 members of the executive leaders must vote to consider it. The suggested change then must be submitted to the Alumni Engagement Team.

2. The Alumni Engagement Team will review and discuss the impact of the change and will decide if it is appropriate for the group. The Alumni Engagement Team will be in contact with the Executive Steering Committee board leadership with the decision.