

Air Force Sergeants Association

DIVISION 3 STANDING RULE 2019

Apr 27, 2019

DIVISION OFFICERS/EXECUTIVE COUNCIL

1. **Purpose:** To provide guidelines concerning leadership composition, geographical representation, terms of office, and voting or non-voting.
2. **Authority:** AFSAM 100-2, Principles 6 & 8 as herein supplemented. This rule was approved by the Division 3 membership attending its annual conference April 26-27, 2019 and will be reviewed and reissued annually.
3. **Executive Council:** The AFSA Division Executive Council shall consist of the President, Vice President, Trustees, Secretary, Treasurer, Historian, Appointed Committee Chairs, and Senior Advisor (Past President).
 - A. All shall be voting members except the Historian, Appointed Committee Chairs, and Senior Advisor.
 - B. Should the Division President and Vice President be unable to serve simultaneously due to deployments or other official business, the Executive Council will by majority vote will name a presiding officer during their absence, which will be the President pro tem. This official will be a voting member, if not already so, during the temporary assignment.
 - C. The Senior Advisor position will be appointed by the Division President from a Past Division President of his/her choice.
4. **Terms of Office:** AFSA Manual 100-2, Principle 6, Section 8 is supplemented as follows: Each elected or appointed officer shall take office at the close of the division convention and shall serve the term of officer as indicated below or until a successor has been duly elected or appointed. Division 3 is an odd-numbered division.
 - A. The President position will be for two-year terms to be elected in odd-numbered years.
 - B. The Vice President position will be for two-year terms to be elected in even-numbered years.
 - C. All OTHER Division 3 Officers' term of office, whether elected or appointed, will be for one year.
5. **Election/Appointment Procedures:**
 - A. Elections will be held at Division 3 Annual Conference, and installation of elected and appointed officers performed at the Honors Banquet of the same conference.
 - B. Delegates will elect a President, and Vice President when appropriate, and three Trustees in accordance with prescribed Bylaws. The President-Elect is given the authority to appoint one

remaining Trustee, plus the Secretary, Treasurer, Historian, Senior Advisor and Committee Chairs as needed.

C. Elections will be by open ballot, starting with the President/Vice President and proceed in descending order according to proper election rules of order.

6. **Duties/Committee Chairs**: The President may appoint all committee chairs within their respective areas of responsibility. A brief summary of duties/expectations follows:

A. Trustees will be expected to assist the President in handling issues within their regional area of operations, plus any other duties directed by the President.

B. The Vice President will normally be the Awards Chair. The President may reassign this based on availability and circumstances.

C. Membership Chair – works with chapters on membership/retention programs/issues.

D. Legislative Chair – sends out legislative notices, bulletins, and issues.

E. Scholarship Chair – Notifies chapters of scholarships available, how to submit, collects and compiles results and established a selection committee to evaluate and recommend winner(s).

F. Communications Chair – Establishes, publishes and maintains Division 3 newsletters and website, and all other electronic/social media communication avenues.

G. Family Matters Chair – works with the Division EC and chapters to establish policy to include family participation within the AFSA family

H. All Officers/Committees will be responsive to all Air Force enlisted components; Active Duty, ANG, USAFR, Retirees, Veterans and their families.

//Signed//

STEVEN N. ZALESKY

President, AFSA Division 3

Distribution:

AFSA International President

Division Executive Council

Division 3 Chapter Presidents