

Private Organization Constitution and By-laws Request
Governed by DAFI 34-106, *Private Organizations (PO) Program*, 16 January 2026

Name:	
Base:	

1. The organization's request for certification must be resubmitted for review and approval every two years or when there is a change in the purpose, function, or membership eligibility of the Private Organization, whichever comes- first, and must be reviewed by the installation Staff Judge Advocate.

Paragraph	Information	Yes	No	N/A
4.3.1.	Clearly outline the nature, function, objectives, membership eligibility, and sources of income for the Private Organization.	☐	☐	☐
4.3.2.	Include certification that Private Organization members were notified and understand their personal financial liability for obligations of the Private Organization, as provided by law.	☐	☐	☐
4.3.3.	Describe the responsibilities of Private Organization officers and their role in asset accountability, and financial and operational management.	☐	☐	☐
4.3.4.	Provide specific guidance on disposition of residual assets and liabilities upon dissolution. Note: A Private Organization may dispose of its assets only in the manner outlined in its constitution, bylaws, or similar documentation.	☐	☐	☐
4.5.	Provide the contact information for a primary and alternate local representative for the organization, since Private Organizations are local in nature (most often their membership is formed by Airmen and family members attached to the installation) and they must remain accountable to the Installation Commander.	☐	☐	☐
5.2.	Private Organizations must prevent the appearance of an official sanction or support by the Department of Defense.	☐	☐	☐
5.2.1.	Private Organizations may not use the seals, logos, or insignia of the Department of Defense or any Department of Defense Component, Air Force or Department of Defense organizational unit, or Air Force and Department of Defense installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities.	☐	☐	☐

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

5.2.2.	Private Organizations operating on Air Force installations may use the name or abbreviation of the Department of Defense, an Air Force organizational unit, or installation in the Private Organization name provided that the status as a Private Organization is apparent and unambiguous and there is no appearance of official sanction or support by the Department of Defense.	☐	☐	☐
5.2.2.1.	Private Organizations must have written approval from the Installation Commander before using the name or abbreviation of the installation or organizational unit. Requests for use of the Department of Defense or Air Force name or abbreviation must be routed to the Air Force Services Activity, AFSVA/SVI, for action.	☐	☐	☐
5.2.2.2.	Any use of the name or abbreviation of an Air Force organizational unit, or installation must not mislead members of the public to assume a Private Organization is an organizational unit of the Air Force.	☐	☐	☐
5.2.2.3.	Private Organizations must prominently display the following disclaimer on all print and electronic media mentioning the Private Organization's name confirming that the Private Organization is not part of the Department of Defense: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."	☐	☐	☐
5.3.	Private Organizations may not discriminate in hiring practices or membership policies based on age (over 40 years), race, religion, color, national origin, disability, ethnic group, or gender (including pregnancy, gender identity and sexual orientation).	☐	☐	☐
5.4.	Private Organizations may not haze or harass (either physically or mentally) as part of their initiation rites.	☐	☐	☐
5.5.	Religiously oriented Private Organizations may be authorized to operate on installations if: 1. Requests by similar organizations are also approved. 2. Authorization is for non-exclusive use of government facilities. 3. No sign or insignia or other organizational identification is placed on or inside government facilities except when the organization's activities are in progress. 4. Membership is not restricted to members of the religion involved. 5. The installation staff chaplain coordinates on the request.	☐	☐	☐

5.6.	Private Organizations must be self-sustaining, primarily through dues, contributions, service charges, fees, or special assessments of their members.	☐	☐	☐
5.7.	Private Organizations must use budget and financial statements as finance management tools? It should include annual income and expenses, purchases, and an adequate plan to cover those expenses. The PO should have documents to show monetary events during a period. The PO should have a balance sheet to show the PO's financial state on a given date.	☐	☐	☐
5.8.	Private Organizations with certain levels of gross annual revenue must undergo audits and financial reviews at the Private Organization's own expense: Accountants (Certified Public Accountant not required) perform annual financial reviews of Private Organizations with gross annual revenues of \$100,000, but less than \$250,000.	☐	☐	☐
5.9.	Private Organizations and unofficial activities/organizations must not engage in activities that duplicate or compete with activities of the Anny and Air Force Exchange Services or Force Support Squadron Nonappropriated Fund Instrumentalities.	☐	☐	☐
5.10.	Private Organizations and unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, (except as authorized in paragraph 10.20); nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties.	☐	☐	☐
5.14.	Private Organizations and unit unofficial activities operating on an Air Force installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns. The only exception to this policy is when a Private Organization or unofficial activity/organization conducts an approved fundraising event through a third-party (e.g., the spouses club conducts an art sale as an approved fundraiser and contracts with an art dealer (third party) to provide the artwork to be sold).	☐	☐	☐
5.15.	Private organizations will not sell or serve alcoholic beverages on Air Force installations. (T-1). EXCEPTION: At the discretion of the installation commander, Nonappropriated Fund Instrumentalities-operated Morale Welfare and Recreation programs may secure the aid of volunteers or persons providing gratuitous services to assist in the sale of Morale, Welfare and Recreation-procured alcoholic beverages.	☐	☐	☐

5.16	Private Organizations must have liability insurance unless the Installation Commander waives the requirement. This waiver authority may be delegated to the Mission Support Group Commander. No further delegations are authorized. Insurance should be required unless the activities of the Private Organization are such that the risk of liability is negligible. Private Organization members must be made aware that they are jointly and severally liable for the obligations of the Private Organization.	☐	☐	☐
5.18.	Private Organizations and unit unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. (T-0) Some Private Organizations may qualify for tax-exempt status. It is the responsibility of the Private Organization to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.	☐	☐	☐
5.20.	Private Organization officer and member and unofficial activities actions must not prejudice or discredit the United States Government or conflict with governmental activities.	☐	☐	☐
7.	When a Private Organization decides to dissolve or shut down, it must: 1. Use its funds to satisfy any outstanding debts, liabilities, or obligations. 2. Dispose of the residual balance as decided by the Private Organization membership. 3. Notify the Force Support Squadron Commander/Director of the intent to dissolve the Private Organization and prepare a time-phased action plan to do so.	☐	☐	☐

2. Attestation: "I certify that the foregoing declarations are true and correct. I am aware that false declarations may result in the sanction or dissolution of my private organization."

PO President,

3. I have reviewed the above checklist, and all the requirements were met.

Private Organization Monitor