

# **STRATEGIC AIR COMMAND AIRBORNE COMMAND CONTROL ASSOCIATION (SAC ACCA) BYLAWS**

## **1. Introduction and Purpose.**

These Bylaws and the Articles of Incorporation of the SAC Airborne Command Control Association (SAC ACCA), Incorporated, describe SAC ACCA operating rules. The Bylaws define and/or describe Membership; Membership Meeting and reunions; powers and duties of the Association; Board of Directors (BOD); Collection, Protection, and Sharing of Personal Information; Fusion of Rosters; General Duties and Responsibilities of Directors and Committee Chairmen; Quarterly SAC ACCA Flyer and Officers' Video Conference; Guests; Dues; Disposition of Funds; Respectful Conduct and Expulsion of Members and Associate Members; and Certifying Approval.

## **2. Membership.**

Membership is for those who pay annual dues to the Association. Only Members can vote.

a. Members and Associate Members. Both attend Membership Meetings; only Members vote.

1) Member. One whose dues are current. Only Members vote.

2) Associate Member. Spouse of a Member whose dues are current or the surviving spouse of a deceased Member whose dues were current at time of death. If the latter, Associate Membership is for life. To vote, spouse must become a Member.

b. Membership is open to all who participated in, supported, or have interest in the following.

1) Strategic Air Command (SAC) Post Attack Command and Control System (PACCS).

2) The Worldwide Military Command and Control System (WWMCCS) Airborne Resources (WABNRES); the Worldwide Airborne Command Post (WWABNCP); the National Emergency Airborne Command Post (NEACP); the airborne command posts (ABNCPs) of the Commanders in Chief Pacific Command "Blue Eagle", Atlantic Command "Scope Light", and European Command "Silk Purse"; and the US Navy Take Charge and Move Out (TACAMO) System.

3) United States Strategic Command (USSTRATCOM) Airborne Command Post "Looking Glass" and National Airborne Operations Center (NAOC) "Nightwatch".

### **3. Membership Meetings and Reunions.**

Membership Meetings are held to elect Directors and transact business at a time determined by the BOD, usually during reunions on Saturday morning before the Saturday evening banquet. Reunions are planned to be biennial and held at approximately 24-month intervals.

Reunion program event fees include an added charge to help cover unexpected cost increases from vendors, typically ten percent. Membership Meeting attendees will pay the reunion registration fee to help cover administrative and venue costs. This fee is BOD approved.

The BOD can change when SAC ACCA Reunions and Membership Meetings are held. Members are reminded of the 2020 Worldwide Coronavirus (COVID-19) Pandemic causing the planned 2020 SAC ACCA Reunion and its Membership Meeting to be slipped to 2021.

If a reunion and/or Membership Meeting must be rescheduled, the BOD will determine if a video or teleconference is needed to conduct business. If this is the case, the BOD will determine the voting privileges considering that currently only those attending the reunion can vote.

- a. Those Members attending the Membership Meeting constitute a quorum and can vote.
- b. The President or his or her designee, usually the Vice President, will chair the Membership Meeting. The Order of Business, as far as practicable, is as follows.
  - 1) Welcome, Pledge of Allegiance, and housekeeping announcements.
  - 2) Read last Membership Meeting Minutes and dispose of unfinished items.
  - 3) Sequence of events since last Membership Meeting.
  - 4) Reports by Directors and Committee Chairmen.
  - 5) Proposed changes to Bylaws.
  - 6) Election of Directors (Presidents Emeriti exempt).
  - 7) Selection of next reunion location. Identify Reunion Coordinator.
  - 8) Unfinished business.
  - 9) New business.
  - 10) Adjournment.

4. **Powers and Duties of the Association.** The powers and duties of the Association exist under the Articles of Incorporation and these Bylaws. They will be exercised exclusively by the BOD.
5. **Board of Directors (BOD).** Consistent with the Articles of Incorporation, management of SAC ACCA will be conducted by a Board of Directors that consists of no less than three Directors. The President, Vice President, Secretary, and Treasurer are all elected Directors with terms of office. The number of Directors can be increased as needs dictate. All Directors must be Members. No one can hold two Director and/or Committee Chairman positions simultaneously.
  - a. The Presidents Emeriti serve for life.
    - 1) The number of Presidents Emeriti should not exceed one-third of the BOD.
    - 2) Past SAC ACCA Presidents of notable, honorable, and dedicated service to the Association are qualified to be chosen to retain the title, President Emeritus.
    - 3) A President Emeritus is elected by Membership or BOD majority vote.
  - b. Elected Directors serve four-year terms and are elected at Membership Meetings.
    - 1) The President and Secretary will be elected at every other biennial Membership Meeting. The Vice President and Treasurer will be elected at every other alternating biennial Membership Meeting. This facilitates continuity.
    - 2) If an elected officer resigns, his or her replacement will serve the term duration.
    - 3) Those nominating and voting must be at the Membership Meeting. Nominees not present must accept the nomination in writing, by phone, or conference call.
      - a) Nomination and elections are ordered President, Vice President, Secretary, and Treasurer. Each election will be completed before moving to the next.
      - b) Nominations must be seconded and accepted by the nominee.
      - c) Nominees will be afforded a nominal amount of time to present.
      - d) Each office's nomination is closed by a motion passed by majority vote.
      - e) After each office's nominations close, an election will be by majority vote.
    - 4) Election results are presented at the banquet.
    - 5) The newly elected Directors will be considered installed at the conclusion of the

reunion and remain in office until their next election. These new Directors and the BOD will be helped by outgoing Directors according to their Job Descriptions.

- c. Meetings of the BOD. Most meetings other than Membership Meetings are Quarterly Leadership Video Conferences as discussed below. Quarterly Leadership Video Conferences are scheduled to assist with SAC ACCA business and publication of the SAC ACCA Flyer. Time permitting, the video conference time will be published for members to attend in a none voting status.

If needs or a situation require a separate meeting of the Directors, this should be easily done via Video Conference. If needed, these conferences would usually be called for by the President. The Secretary can also do so at the request of three or more Directors.

If a vote is called for, a quorum consists of most of the BOD. The President presides at these meetings with the Vice President doing so in the absence of the President.

- d. The BOD ensures publication of a quarterly Association newsletter, the SAC ACCA Flyer. The editor and person responsible for publication is the Secretary. Ideally, there will be three(3) to four(4) Flyers sent to Members within the first week of the first month following the calendar quarters. Member receipt should be in the first weeks of April, July, October, and January. A delay in the 3<sup>rd</sup> Quarter Flyer immediately following the reunion and Membership Meeting can be expected.

The outgoing BOD retains responsibility for publication of the next Flyer immediately following the reunion and Membership Meeting. The new BOD assumes responsibility for the next publications going forward. The outgoing BOD will assist the new BOD.

- e. The BOD ensures that the Social Media Manager properly and regularly maintains the official SAC ACCA Website and the SAC ACCA Facebook Group and Page.

6. **Collection, Protection, and Sharing of Personal Information.** No officer of SAC ACCA will capture Personally Identifiable Information (PII) beyond that which is needed to conduct business. Officers who do not use PII to conduct business will not possess this PII. Knowing a Member's previous military experience is not necessary to conduct business. Members wishing to know something of other Members or wishing to share their own information, will not do so through SAC ACCA.

If personal information needs to be shared officially, for example through a SAC ACCA Flyer article, it can be done with written consent. Otherwise, the only PII shared would only be a list of Members' names as might be done in a SAC ACCA Flyer and in reunion handouts or banquet programs.

Former officers will not possess this information. Former officers who possessed this information must forward it to the person who replaced him or her or a designated Director. Copies and

electronic records will be destroyed after successful transmission to those designated above.  
**Former officers are prohibited from possessing and sharing Personally Identifiable Information.**

7. **Fusion of Rosters.** All Directors and Chairmen who need to work with Member information, must do so as much as possible with common rosters. The Secretary and Treasurer are to ensure rosters are fused, common, and used only by those Directors and Chairmen who need to do so.
8. **General Duties and Responsibilities of Directors.** The BOD may elect officers, designating their powers and duties to conduct Association affairs. Directors' duties are found below and in their Job Description, Duties, and Responsibilities and the Job Description Attachment, Essential Elements Needed for Reunion. No one holds two Director/Committee Chairman positions simultaneously.

a. President.

- 1) Exercises powers and duties typically vested in the office of President of an association. This includes the authority to appoint committees and committee chairmen as he or she deems needed to assist in the conduct of the Association.
- 2) Appoints a replacement with the consent of a quorum of the BOD for any elected officer who resigns or is unable to continue his or her duties.
- 3) Is the alternate signer on the Association checking account and coholder of any Association credit and/or debit cards.
- 4) Advises Committee Chairmen.

b. Vice President.

- 1) Exercise powers and duties of President in President's absence or disability.
- 2) Assist the President and exercise other powers and duties prescribed by the BOD.
- 3) Assume the Presidency upon the President's written resignation and approval by a BOD quorum.
- 4) Advises assigned Committee Chairmen.

c. Secretary.

- 1) Process all membership applications and renewals to update membership records. Maintain a master record of membership and associate membership status.
- 2) Maintain all SAC ACCA records. This includes the Articles of Incorporation,

Bylaws, job descriptions, correspondence, emails, meeting notices, agendas, Reports, minutes, and any mailings and publications such as the SAC ACCA Flyer.

- 3) Compose, publish, and transmit the SAC ACCA Flyer quarterly.
- 4) Hold same website management access as Social Media Manager and serve as administrator of official SAC ACCA Facebook Group and Page.
- 5) Advises assigned Committee Chairmen.

d. Treasurer.

- 1) Process all membership applications and renewals to secure funds in the SAC ACCA bank account. Maintain a master record of membership dues status.
- 2) Maintain accurate financial records electronically and manually.
- 3) Secure and maintain the treasury.
- 4) Advises assigned Committee Chairmen.

e. Presidents Emeriti.

- 1) Work with the President to help identify, vet, recruit, train, and assist those who replace absent or disabled Directors or Committee Chairman.
- 2) Upon election of new officers, assist to ensure a smooth transition.
- 3) Advises other Directors and Committee Chairmen.

9. **General Duties and Responsibilities of Committee Chairmen.** Five committees support SAC ACCA, Membership, Social Media Management, History, Reunion, and Merchandise Management. Chairmen must be Members, BOD approved, and respond to the BOD, often through an identified Director. Duties are found below and in individual Job Description, Duties, and Responsibilities and the Job Description Attachment, Essential Elements Needed for Reunion. No one holds two Director/Committee Chairman positions simultaneously.

a. Membership Chairman.

- 1) Works to retain current and recruit new Members.
- 2) Retention and recruitment are done through personal contact, social media, active-duty organizations, veterans' organizations, and museums.



b. Social Media Manager.

- 1) Maintains and updates the official SAC ACCA Website. Serve as primary administrator of official SAC ACCA Facebook Group and Page.
- 2) Maintains the online payment systems for Members to conduct business.

c. Historian.

- 1) Composes and writes articles of historic significance and interest to SAC ACCA.
- 2) Document and maintain recorded historical material.

d. Reunion Coordinator.

- 1) Plan, schedule, execute, conduct, and record the SAC ACCA biennial reunion.
- 2) Secure lodging, transportation, dining, sightseeing, and program venues.
- 3) Arrange for reception, Membership Meeting, and banquet facilities.

e. Merchandise Manager.

- 1) Responsible for SAC ACCA merchandise procurement, inventory, and sales.
- 2) Maintains, supplies, and manages the SAC ACCA e-STORE.
- 3) Ensures the availability of a Trading Post at the SAC ACCA Reunions.

- 10. Quarterly SAC ACCA Flyer and Officers' Video Conference.** The Quarterly SAC ACCA Flyer is to be sent the first week of the first month following the calendar quarter being reported or covered. To support this, a video conference is held at the end of the first week of the third month of each quarter, March, June, September, and December.

The President establishes an agenda for the video conference. The Secretary sends out the agenda to all officers reminding them of the conference date and time. The Social Media Manager establishes the conference and with the Secretary ensures all conferees have instructions.

All Directors and Committee Chairmen are expected to participate in the video conference. The President conducts and presides over the conference. The Secretary takes and records minutes.

Those Directors and Committee Chairmen expected to provide updates to be published in the SAC ACCA Flyer then submit their articles, items, or updates to the Secretary by the middle of the month, March, June, September, and December.

**11. Guests.** Guests can attend SAC ACCA Functions including reunions, but not Membership Meetings.

- a. Members and Associate Members may invite guests.
- b. Guests must be sponsored by a Member or Associate Member, must be registered in the same manner as either, and pay all fees, including event registration fees.
- c. While there is no limitation on the number of guests who can be invited, it is expected that good judgement and discretion is exercised by the inviting Members or Associate Members.

**12. Dues.** Members pay annual Dues. Associate Members do not pay. Only paid Members can vote.

- a. Dues are paid based on a calendar year due by January 1<sup>st</sup>, every year. Dues are considered delinquent if not received by March 1<sup>st</sup> of that year. Dues are valid through December 31<sup>st</sup> of that year. Dues are currently \$15.00 per year.
- b. Dues paid by new Members after October 1<sup>st</sup> are valid for the remainder of that year and the next full year through December 31<sup>st</sup>. The Initial Membership fee must also be paid. The initial Membership fee is currently \$10.00.
- c. Dues paid by inactive Members wishing to reactivate their Memberships after an absence of two years or more pay the annual Dues as stated above plus the Reinstatement Fee. The reinstatement fee is currently \$10.00.
- d. Dues and Fees are found at <https://sac-acca.com/> and in the SAC ACCA Flyer.

**13. Disposition of Funds.** While prosperity is SAC ACCA's priority, dissolution is always a possibility. In the event of dissolution of this Corporation, all unencumbered assets shall be gifted to: Strategic Air command & Aerospace Museum, 28210 W. Park Hwy 46-8, Ashland Ne 68003-3525.

**14. Respectful Conduct and Expulsion of Members and Associate Members.** Members, Associate Members, Directors, Committee Chairmen, and Committee Members, will treat one another with Respect when and wherever SAC ACCA is concerned. Harassing behavior, disparagement, and insults, including those communicated through social media, is unprofessional, unwarranted, unacceptable, and will not be tolerated.

Actions such as those described can perturb the purposes and goals of SAC ACCA. Any actions that



do just this are taken seriously and can be considered as misconduct, malicious, and/or dishonest. This could then compel SAC ACCA to consider disciplinary measures up to and including expulsion for serious misconduct, maliciousness, and/or dishonesty.

15. **Certifying Approval.** These Bylaws were approved and agreed upon at the SAC ACC Membership Meeting, Saturday, September 18<sup>th</sup>, 2021. The following certify approval.

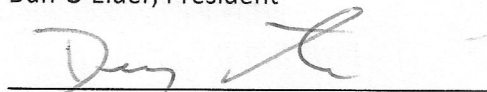
Board of Directors Certification:



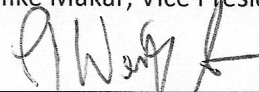
Dan-O Elder, President



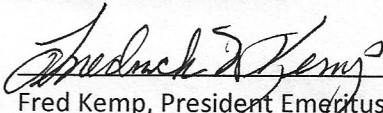
Mike Makar, Vice President



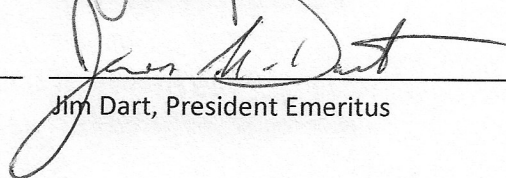
Doug Stacy, Secretary



Pete Wentzler, Treasurer



Fred Kemp, President Emeritus



Jim Dart, President Emeritus

