

## THE 457<sup>TH</sup> BOMB GROUP ASSOCIATION

### - OPERATING PROCEDURES -

The following Operating Procedures are maintained as an extension of the Bylaws of the 457<sup>th</sup> Bomb Group Association (the Association).

#### Section 1. Basic Policies

- A. This Association shall be noncommercial, nonsectarian and nonpartisan.
- B. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the Association's Bylaws.
- C. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization contributions to which are deductible under Section 170(2) of the Internal Revenue Code.
- D. In the event of the dissolution of this Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets, including funds on hand, items of memorabilia, historical files, records, books, etc., shall be distributed to groups that qualify as tax exempt organizations under Section 501(c)(19) and/or 501(c)(3) of the United States Internal Revenue Code of 1954, as amended.
- E. The Association or members in their official capacities shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

#### Section 2. Membership Privileges

- A. Members. Privileges of Membership in good standing shall include:
  - 1) the right to vote in any election for any offices, in any business brought before the membership while in attendance at the Association's annual meeting, or in any matter brought to a vote of the entire membership by the Board of Directors.
  - 2) eligibility to be nominated for election to an office in the Association.
  - 3) receipt of Association newsletters and other communications.
  - 4) authorization to purchase Association apparel and other Association items.

#### Section 3. Membership Dues

Members shall pay dues on an annual basis of an amount set by the Board of Directors, due at the beginning of the calendar year.

#### Section 4. Officers

The immediate past-president normally serves as the Immediate Past President on the Board of Directors. In situations where the current Association President is re-elected to another term of office, the Immediate Past President will continue in that role.

#### Section 5. Board of Directors

Each Board of Director member is encouraged to serve on at least one standing committee, or other ongoing committee overseeing Association activities.

#### Section 6. Fiscal Year

The fiscal year for the Association shall be January 1 to December 31 each year.

#### Section 7. Association Awards

The Association may maintain an Awards program overseen by an Awards Committee. Selection criteria for Association awards shall be developed and maintained by the Board of Directors.

#### Section 8. Annual Meeting

The annual meeting of the Association normally shall be held in conjunction with the annual meeting of the 8<sup>th</sup> Air Force Historical Society, or at any other such time as designated by the Board of Directors. With approval of the Board of Directors, a method for members to participate remotely in an annual meeting by electronic means may be established.

#### Section 9. Board of Director meetings

Board of Director meetings normally shall be held quarterly, at such time and place or by such electronic means as designated by the President.

#### Section 10. Association Newsletter

The Association shall publish a newsletter for the membership a minimum of two (2) times per year. One Member in good standing shall serve as the primary editor of the newsletter and shall be responsible for soliciting content, writing and editing content, and ensuring electronic or hardcopy distribution to the membership. This individual also shall serve as an *ex officio* member of the Board of Directors. In performance of the duties of Newsletter Editor, this individual may solicit assistance from one or more Members.

#### Section 11. Association website

The Association shall maintain an up-to-date website for the purpose of keeping the membership informed of Association activities, news, upcoming elections and other matters of interest to the membership as well as being a repository for historical documents and images related to the 457<sup>th</sup> Bomb Group. One Member in good standing of the Association shall serve as the primary editor and manager of the website. This individual also shall serve as an *ex officio* member of the Board of Directors. In performance of the duties of Website Editor, this individual may solicit assistance from one or more Members.

#### Section 12. Amendments

Unless stated otherwise in the Association Bylaws, these Operating Procedures may be amended by a majority vote of the Board of Directors, provided any such amendments are submitted to the Board members forty-five (45) days prior to the meeting at which such vote is taken.

#### Section 13. Membership notification

Any notification of the membership required by the Association Bylaws or these Operating Procedures, or any communication with the membership required by the normal business of the Association, may be accomplished via e-mail or any such electronic means, for those members with an e-mail address on record, or by postal mail at the postal address on record for those members who do not maintain an e-mail address.

edz 6 OCTOBER 2022 Draft 1

edz 16 JANUARY 2023 Draft 2

edz 7 AUGST 2023 Draft 3

Adopted by the membership –