

Chapter Recruiting Incentives

1. **Purpose:** This standing rule identifies the recruiting incentives to be presented to existing members for recruiting new members. This standing rule was approved by the general membership at the meeting held on **9 April 2009**.

2. **Authority:** AFSAM 100-4(2), page 17, Division/Chapter Membership Recruiting/Retention Incentive Awards Program.

3. **Recruiting Incentives:**

<u># New Members</u>	<u>Incentive</u>
1	Chapter Coin
5	Division Coin
10	AFSA Coffee Mug
15	Chapter 1075 Hat
20	Chapter 1075 Shirt
30	AFSA Executive Notebook
50	AFSA Carrying Case

The Membership Chair will be responsible for presenting incentives in a timely manner. The President is responsible for ordering the AFSA items.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Gifts and Gratuities

1. **Purpose:** This standing rule identifies the disposition of gifts or gratuities received by a person while representing the chapter. This standing rule was approved by the general membership at the meeting held on **9 April 2009**.

2. **Authority:** AFSA Manual 100-2 Policies & Procedures, Principle 2, Section 2c, Item 7.

3. **Gifts:** If you are representing AFSA at an event (Metrocom, ALS Graduation, JROTC Graduation...) and receive any type of gift, that gift belongs to AFSA. The executive council shall be responsible for disbursement.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Chapter Activities

1. **Purpose:** This standing rule identifies the number of trustees and gives the President the authority of appointment. This standing rule was approved by the general membership at the meeting held on 9 April 2009.
2. **Authority:** AFSA Manual 100-2, Policies & Procedures, Principle 6, Section 5 & 12
3. **Executive Council Members:** A total of not more than 6 members will be elected or appointed Trustees. Term of office is one year. The Chapter President has the authority to appoint new Trustees to vacant positions with the approval of the executive council.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Chapter Activities

1. **Purpose:** This standing rule provides for the establishment of a Chapter President's discretionary fund. This standing rule was approved by the general membership at the meeting held on **9 April 2009**.

2. **Authority:** The Executive council approved the use of a discretionary fund.

3. **Chapter President's Discretionary Fund:** Provides for the establishment of a Chapter President's Monthly Discretionary Fund in the amount of \$100.00 to be available to the chapter president to cover incidental and necessary expenses incurred in the performance of the president's duties. The President shall submit an AFSA Form 200-28, "Claim For Expenses", accompanied by receipts to the treasurer detailing expenditures.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Chapter Activities

1. **Purpose:** This standing rule identifies the eligibility requirements for the First Term Airman of the Year, NCO of the Year, and Member of the Year award. This standing rule was approved by the general membership at the meeting held on **9 April 2009**.

2. **Authority:** AFSA Manual 100-4 (2), page 7, Awards, Scholarships & Grants, First Term Airman of the Year Award

3. **Eligibility for First Term Airman of the Year:** Nominees for Chapter 1075 First Term Airman of the Year, NCO of the Year, and Member of the Year must be a member prior to 1 July of the calendar year for which nominated.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Chapter Activities

1. **Purpose:** This standing rule identifies that there is no smoking authorized during meetings. This standing rule was approved by the general membership at the meeting held on **9 April 2009**.
2. **Authority:** AFSA Manual 100-4(1), page 11, Chapter General Membership Meetings.
3. **Smoking:** No smoking is allowed during meetings.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Chapter Activities

1. **Purpose:** This standing rule identifies the procedures for disbursement of the Quarterly Award AFFES Gift Certificate (\$25). This standing rule was approved by the general membership at the meeting held on **9 April 2009**.

2. **Authority:** The Executive council approved the disbursement methods.

3. **Quarterly Award Gift Certificates (\$25):** The Wing Public Affairs Office will provide the recipients' names to the Chapter President. Chapter President will provide recipients' names to Military Affairs Trustee and Treasurer. The Treasurer is responsible for purchasing the gift certificates from the Randolph Main Exchange. Once the gift cards are received, the President will notify the Military Affairs Trustee, who in turn shall contact the winners and invite them to attend the next meeting. If the recipient is unable to attend the meeting, they will need to provide a mailing address to receive the gift certificates.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters

Chapter Activities

1. Purpose: This standing rule identifies the reimbursement procedures for division/international conventions. This standing rule was approved by the general membership at the meeting held on **9 April 2009**.

2. Authority: The Executive council approved the reimbursement procedures.

3. Reimbursement procedures for division/international conventions: The chief delegate should be reimbursed in full for registration, lodging, and travel. In addition, the First Term Airman and NCO of the Year nominee will be reimbursed in full for registration, lodging, and travel, unless they have orders and are funded.

All other delegates will "split" the remaining money, up to the budgeted amount, not to exceed expenditures. To be considered for reimbursement, a delegate must be an active member of the chapter and participate in convention agenda. The executive council will be tasked with identifying a member as being active. The member will be informed prior to the convention whether or not they may be reimbursed for expenses.

Leopoldo Polanco-Sierra
President Chapter 1075

Distribution:
Chapter 1075 Executive Council
Division Executive Council
Director, Member and Field Services AFSA Headquarters