



BY-LAWS
of
THE EOD MASTERBLASTERS, INC.

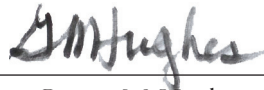
4 April 1992
(Revision 9 – 6 Sep. 2008)
P.O. Box 87
Crawfordville, Florida – 32326-0087



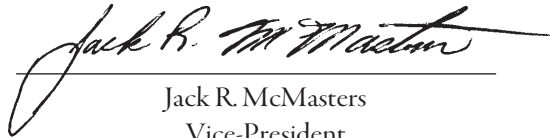
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By-Laws
of
THE EOD MASTERBLASTERS, INC.
Signature (Approval) Page
(Revision 9-6 Sep. 2008)

Approved:



George M. Hughes
President



Jack R. McMasters
Vice-President



Marshall B. Dutton
Secretary/Treasurer

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By-Laws
of
The EOD MasterBlasters, Inc.
(An Association of Air Force EOD Personnel)
4 April 1992
(Revision 9 – 6 Sep. 2008)*

Article I – Name

The name of this organization shall be The EOD MasterBlasters, Inc. (also referred to as “the association,” or “association,” or “**EODMBI**”).

Article II – **Association Establishment** and Purpose

Section 1 – Establishment. The association is incorporated and headquartered in the State of Florida, and is established as a non-profit, tax-exempt organization of past and present members of the Armed Force and is organized under IRS Tax Code 501(c)(19), and shall be managed as defined in the association bylaws.

Section 2 – Purpose. The association’s purpose shall be as defined below:

- a. To continue the friendship and camaraderie developed as a result of the association’s members having served in a common endeavor—the defense of the United States of America as members of the U.S. Air Force Explosive Ordnance Disposal (EOD) career field.
- b. To increase awareness of the sacrifices of both active duty and retired Air Force EOD veterans.**
- c. To provide comfort and assistance to members of the active duty and retired Air Force EOD Community and their families, as needed, and approved by the Executive Leadership Committee (ELC).**

Article III – Association Administration

Section 1 – General.

- a. Bylaws may be changed or revised as needed to meet changing requirements and circumstances.**
- b. Bylaw changes or revision may be proposed by members of the ELC, Executive Steering Committee (ESC), or by any member in good standing.**

* *Changes shown in bold typeface.*

c. Minor spelling and punctuation corrections and address changes may be made at any time they are discovered, so long as these corrections do not change the meaning of the involved bylaw. If a correction changes the bylaw meaning the change shall be processed as described in Section 2, below.

Section 2 – Bylaw Change Procedures.

a. Changes and/or revisions shall be submitted in the exact verbiage with rationale to the secretary no later than 30 November each year to permit presentation and reading at the January, April, and July business meetings.

b. During these meetings any modifications to the changes/revision shall be read, discussed and voted on for approval or disapproval.

c. A final reading of the changes/revision shall be done at the October business meeting followed by a final discussion and vote for approval or disapproval.

d. Changes and/or revisions shall be formally incorporated into the association's bylaws, then submitted to the Internal Revenue Service for review and approval.

Section 3 – Administrative and Financial Management Procedures Manuals.

a. Association business and administrative/financial management shall be undertaken as provided for in the association's bylaws, as supplemented by administrative and financial management procedures manuals defined by the secretary and treasurer, respectively.

b. Administrative and financial management manuals shall provide detailed procedures for carrying out the duties of the secretary and treasurer, and to provide guidance for those persons who are elected to replace the existing secretary and treasurer.

c. Recommended changes to these manuals, beyond simple spelling and punctuation correction shall be presented to the ESC for review, discussion and approval. Changes may be in the form of an attachment to these manuals (e.g., Change 1, 2, 3, etc.) and then incorporated into the manual text at least once a year or sooner, as required.

Article IV – Association Officers, Board of Directors, Funds Management, and Committees.

Section 1 – Officers. Officers of the association shall consist of a President, a Vice-President, a Secretary and a Treasurer. Active duty members because of the demands of their military obligations shall not occupy the offices of the President or Vice President simultaneously. **One person may serve as both the Secretary and Treasurer.** In addition, the duties of the Secretary and Treasurer, due to the nature of these duties, require an undisturbed flow of effort and consistency. As a result, **only** Charter or Regular members who are not on active duty Air Force EOD assignment shall fill these two offices. **Duties of these officers shall be as defined in Article V.**

Section 2 – Board of Directors. The President, if deemed necessary by this officer, may appoint two to five persons from the membership at large to serve as members of the Board of Directors. Preferably, one of these board members should be versed in parliamentary procedures. In addition, one of these positions shall be identified for an association member who represents the active duty Air Force EOD Community, to the extent this individual is able to serve as permitted by duty commitments. Board members shall serve at the will and pleasure of the President. **Duties of the Board of Directors shall be as defined in Article V.**

Section 3 – Funds Management. The association maintains the following funds for the stated purposes:

a. **Compass Bank Checking Account (General Operating Fund).** This fund contains current years dues, and serves as a “switching station” for monies received for deposit to the association’s other funds, described below. The purpose of the general operating fund is to provide monies for daily operating expenses of the association.

b. **Compass Bank General Savings Money Market Fund (GSMMF).** This funds holds Rainy Day Fund donations, temporarily held annual reunion registration fees, reunion support funds, and advanced paid member dues.

(1) **The Rainy Day Fund.** This fund shall be used to provide comfort to members and their immediate families at times of distress (passings, illnesses, and other dire circumstances) as approved by the ELC. Comfort can be in the form of:

(a) **Donations to charities in the memory of deceased members or members of the Air Force EOD Community whether a member or not.** Donation amount shall be as follows:

- **Deceased Member: \$50.00.**
- **Deceased Non-Member: \$25.00;**

(b) **Or, if the family wishes in lieu of the above, and using the above funding amounts as a guide, purchase of flowers for funerals of members or immediate family members, or;**

(c) **Purchase of flowers, cards, fruit baskets, etc., for members or members’ family members who are in distress from illness or injury.**

(2) **Reunion Registration Fees shall be temporarily deposited in the GSMMF until needed for support of each year’s reunion.**

(3) **Any reunion funds remaining following the payment of reunion expenses shall be deposited in the GSMMF for use in supporting the next year’s reunion activity.**

(3) Advanced Paid Member Dues shall be deposited when paid until needed in the year for which the dues were paid at which time they may be withdrawn from the GSMMF.

c. Compass Bank Building and Equipment Fund (BEF) Family Money Market Fund (BEFMMF).

(1) This fund is composed of the association's original BEF established in 1994. In 2004 and in 2007, two sub-funds were implemented to enhance donations to the BEF. These two sub-funds are the 55/110 Fund and the One Square Foot Fund. These three funds now compose the BEF Fund Family.

- The 55/110 Fund. This fund was established so that members could, if they wish, donate to the BEF an amount equal to six months of their demolition pay (\$55.00 per month for enlisted, and \$110.00 per month for officers).

- The One-Square Foot Fund: This fund was established so that members may donate \$97.99 per square foot dedicated to the construction of the future association headquarters building.

(2) This fund family's purpose is to gather funds for support of procuring equipment needed by the association for the conduct of business, and for future construction of an association headquarters building.

(3) BEF funds shall be deposited in the association's Compass Bank BEF Money Market Fund, then transferred to the association's Compass Bank BEF CD each time it matures.

d. Vanguard Group Lifetime Membership Dues Money Market Fund/Bond Fund: This fund holds members' dues who have joined as Lifetime Members or have converted their Regular or Associate membership to Lifetime membership. The purpose of this fund is to provide funds, on an annual basis if needed, to the association's General Operating Fund to supplement monies collected from annual dues paying members.

e. Vanguard Group MBI Heroes Fund (MBIHF) Total Market Index Fund. This fund holds monies donated to honor the sacrifices made by active duty Air Force EOD personnel who have been either killed in action or sustained severe, life-altering wounds in action. Monies in this fund shall be used for the following purposes:

(1) Provide financial aid to the family of either deceased or wounded Air Force EOD warrior, as determined by the Executive Leadership Committee (ELC). Normally, this aid shall be on a one-time basis; however, if extenuating circumstance warrant, further aid may be provided, as approved by the ELC.

(2) Provide donations to memorial funds established in the name of the Air Force EOD warrior killed in action.

(3) Provide complete funding for wounded warriors and their spouse (or parents, if the wounded warrior is not married) who desire to attend the annual EOD Memorial Ceremony, hosted by the Naval School, Explosive Ordnance Disposal.

Dispersal of monies from this fund shall be made by the treasurer, as approved by members of the Executive Leadership Committee when notified of a loss or severe injury of an active duty Air Force EOD person. Detailed procedures shall be contained in the treasurer's financial management manual.

Section 4 – Committees.

a. Executive Leadership Committee. This committee shall be composed of the elected officers of the association, as described in Section 1, above, with duties as defined in Article V.

b. Executive Steering Committee. This committee shall be composed of Executive Leadership Committee and the Board of Directors, with duties as defined in Article V.

c. The Charles S. Stevenson (CSS) Award of Excellence Selection Committee. This committee shall be composed of a committee chairperson appointed by the President, who will then select three to five previous winners of the CSS award to serve during the annual award selection process, with duties as defined in Article V.

d. Officer Election Nominating Committee. The President, if desired, may appoint a chairperson and committee members by 1 December, each year. This committee's duties shall be as defined in Article V.

e. Other Committees. The President may appoint committees and their chairpersons as deemed necessary to support specific activities and projects.

Article V – Duties of Association Officer, Board of Directors and Committees

(NOTE: Duties defined in this Article shall not be relegated to another individual without the approval of the ELC.)

Section 1 – President. The President shall preside at all regular, executive steering committee, and special meetings; appoint necessary committees, and serve as an ex-officio member of these committees; declare the results of all elections; sign checks for the association in the absence of the treasurer; and call executive steering committee and special meetings as provided for by the association's by-laws.

Section 2 – Vice-President shall:

a. Preside in the absence of the President, sign checks for the association in the absence of the president and treasurer, and at all times render assistance to the President.

b. Serve as the Annual Reunion Committee chairperson to plan and manage the association's annual reunion functions.

Section 3 – Secretary. The Secretary shall:

- a. **Take actions necessary to ensure the currency of the association bylaws;**
- b. **Prepare for presentation to the membership proposed changes and/or revisions to the association's bylaws, as defined above in Article II.**
- c. Ensure that **updated** bylaws are sent to the Internal Revenue Service, Exempt Organization Group, for review and approval as noted in Article II, above.
- d. Keep accurate meeting records, including the preparation and distribution of regular meeting agenda and formal minutes of each regular meeting;
- e. Maintain names and addresses of association members and furnish members a new roster **every other January, supplemented by roster updates every six months in between publication of new roster;**
- f. Prepare membership numbers status report for presentation at quarterly general membership meetings.
- g. **Prepare, publish and distribute the association newsletter (The Hellbox Times) once during the Winter season (along with either the new roster or roster update), and a second edition during the Summer season (along with the mid-year roster update and annual reunion invitation);**
- h. Receive/prepare association correspondence;
- i. Send out election notification letters; and prepare election ballots;
- j. Record payments received for dues, donations and annual reunion registration fees, and then transfer these payment instruments to the Treasurer for accounting processing, if a separate treasurer exists;
- k. **Ensure members receive appropriate recognition materials for donations made to the family of Building and Equipment Funds (the original BEF, the 55/110 Fund, and the One Square Foot Fund);**
- l. **Prepare and maintain an administrative procedures manual that details, at a minimum:**
 - (1) **Incoming mail processing;**

- (2) **Membership record maintenance;**
- (3) **Membership numbers status report;**
- (4) **Reunion attendee record maintenance;**
- (5) **Member BEF donation recognition program;**
- (6) **Examples of administrative correspondence.**

m. Provide the association's Regional Coordinators with announcements, updates, and other information of interest that may be passed to members/others in the RC area of responsibility.

n. Prepare and submit the association's Annual Corporation Report to the Florida State Division of Corporations.

o. Annually in January, review the membership records to determine members in arrears, as defined in Article IX, Section 6, and move these members to the Inactive Membership Roll.

p. As necessary, submit changed/revised association bylaws to the Internal Revenue Service, Exempt Organization Group, P.O. Box 2508, Room 4010, Cincinnati, OH 45201, for review and approval.

Section 4 – Treasurer. The Treasurer shall:

- a. Receive, disburse and deposit association funds;
- b. Having joint authority with the President/Vice-President, sign checks for the association;
- c. Maintain an **accounting system or computerized checking account** to record all association receipts and expenditures;
- d. Prepare and submit annual tax returns (federal **IRS Form 990EZ** and **Florida state**), as applicable.
- e. **Ensure funds designated as lifetime membership dues, advanced paid dues and donations to the Rainy Day Fund, the Building and Equipment Fund Family, and the MBI Heroes Fund are transferred from the general fund to either appropriate savings accounts, CDs, or the association's Vanguard Fund investment account.**
- f. **Prepare and present the following financial reports:**

- (1) Quarterly treasurer's report for presentation at general membership meetings.
 - (2) Quarterly status report of Vanguard Investments Fund account for presentation at general membership meetings
 - (3) Annual treasurer's report for inclusion in the winter issue of the association's newsletter.
 - (4) Recap of annual reunion income and expenses for presentation at the January general membership meeting.
- g. Prepare checks to reimburse member expenses incurred in carrying out authorized association business.
 - h. Prepare and maintain a financial management procedures manual that details, at a minimum:
 - (1) Accounting system/checking account procedures.
 - (2) Maintenance of tax records and files.
 - (3) Completion of annual IRS Tax Form 990 EZ.

Section 5 – Board of Directors. The Board of Directors shall:

- a. Meet with the ELC upon the call of the president.
- b. Provide advice and counsel to the ELC on matters brought before the ESC for consideration and action.
- c. Review the secretary's and treasurer's administrative management manuals and subsequent changes or revisions.

Section 6 – Committees/Duties.

- a. Executive Leadership Committee (ELC).
 - (1) Provide overall management of association business activities.
 - (2) Develop vision initiatives, goals and programs to project the association into the future.
 - (3) Develop policy and procedures needed to meet the operating requirements of the association, and solve management issues.

(4) Convene regular meetings of the Executive Steering Committee for the purpose of coordinating with members of the Executive Steering Committee, and receiving input from the Board of Directors.

b. Executive Steering Committee (ESC).

(1) Provide advice and counsel to the ELC.

(2) Other responsibilities, as necessary for the efficient operation of the association.

c. Charles S. Stevenson (CSS) Award of Excellence Selection Committee. The President shall appoint a CSS Award Selection Committee. This committee shall be composed of a Chairperson and at least **three to five** members, **who are prior winners of this award**. The Chairperson shall vote on the occasion of a tie in the selection process. The committee's duties shall be as follows:

(1) The chairperson shall prepare packages containing recommendations submitted by members recommending candidates for this award.

(2) The chairperson shall forward these packages to each member of the CSS Award Committee.

(3) Members of the committee shall review packages and rank the candidates first, second, third, etc., then return the ranked packages to the committee chairperson.

(4) The committee chairperson shall consolidate the rankings to determine the award winner. If there is no clear winner, the chairperson shall inform the president who shall convene the ELC for the purpose of determining the winner.

(5) The chairperson shall draft the inscription for the CSS Award plaque, and the plaque shall be prepared for presentation to the winner at the annual reunion.

d. Officer Election Nominating Committee. If desired by the president, shall be convened for the purpose of identifying and recommending willing individuals to serve as elected officers of the association.

e. Historical Committee. The President shall appoint an association historian. The duties of this position shall be as follows:

(1) Maintain albums of photos documenting association activities.

(2) Maintain scrapbooks containing relevant correspondence, cards, newspaper articles, etc., regarding association activities and other items of EOD interest.

(3) Display albums and scrapbooks at association meetings and at the annual EODMBI reunion.

f. Other Committees. Duties for other committees shall be as defined by committee members to meet the objective for which the committee was convened, as approved by the executive leadership committee.

Section 7 – Regional Coordinators. (To be defined when program is established.)

Article VI – Terms and Election of Officers

Section 1 – Terms of Office.

- a. President, Vice President, Secretary and Treasurer. The term of office for these officers shall be one year.
- b. Board of Directors. If selected, members shall serve for a period of one year, beginning in January of each year.

Section 2 – Term Limits. The President and Vice President shall serve no more than three consecutive **elect**ed terms in office. In order to provide continuity in association business activities, the Secretary and Treasurer shall have no term limitations. The Secretary and Treasurer, however, shall remain subject to the other provisions of Article VIII (i.e., will stand re-election each year.) Terms of office shall begin in January.

Section 3 – Elections.

a. Election of association officers shall be held at the January business meeting. **Further, individuals nominated to serve as association officers shall be voted on by all eligible members in attendance of the January business meeting.** In addition to considering the names of members who submitted their names for consideration for office, nominations of other members may be made from the floor during the January business meeting with the consent of the proposed candidate. Election of new officers shall be by Plurality* and shall be made by closed ballot if two or more candidates exist for a particular office. An Election Steward, **selected by the president**, who shall choose two Floor Attendants to assist him, shall count ballots. The presiding President shall announce the results. If, however, only one candidate exists for a particular office, the vote may be taken by voice. Newly elected officers shall commence the duties of their respective offices immediately following the conclusion of the election.

*Plurality: As in voting; “the number of votes in an election that the leading candidate obtains over the nearest rival.”

Article VII – Officer Ascension

Section 1 – Office of President. The association Vice-President shall automatically become the President (to serve out the President’s unfulfilled term of office until the next regular election cycle) should the President’s office be vacated due to resignation, catastrophic illness or demise. The Vice-President, serving as Interim President, shall select/appoint an Interim Vice-President from membership volunteer candidates, to be ratified at a Special Business Meeting.

Section 2 – Office of Vice-President. The association President shall select/appoint an Interim Vice-President from membership volunteer candidates—to serve out the Vice-President’s unfulfilled term of office until the next regular election cycle—should the office of the Vice-President be vacated due to resignation, catastrophic illness or demise. This selection/appointment shall be ratified at a Special Business Meeting.

Section 3 – Office of Secretary. The association President shall select/appoint an Interim Secretary from membership volunteer candidates—to serve out the Secretary’s unfulfilled term of office until the next regular election cycle—should the office of the Secretary be vacated due to resignation, catastrophic illness or demise. This selection/appointment shall be ratified at a Special Business Meeting.

Section 4 – Office of Treasurer. The association President shall select/appoint an Interim Treasurer from membership volunteer candidates—to serve out the Treasurer’s unfulfilled term of office until the next regular election cycle—should the office of the Treasurer be vacated due to resignation, catastrophic illness or demise. This selection/appointment shall be ratified at a Special Business Meeting.

Article VIII – Membership

Section 1 – Eligibility. To be eligible for Charter or Regular membership in the association, a person must (a) be a graduate of an accredited Bomb Disposal or Explosive Ordnance Disposal School (i.e., RAF Bomb Disposal School; Ordnance Bomb Disposal School, Aberdeen Proving Ground; or U.S. Naval School, Explosive Ordnance Disposal); (b) be either a retired or an active duty member of the U.S. Air Force including members of the Air Reserve or Air National Guard; or (c) served honorably in the Air Force as a member of the EOD career field, but was discharged prior to retirement.

Section 2 – Membership Categories.

a. Charter Membership. Eligible persons, who joined the association during the period 4 April 1992–31 December 1992, shall be Charter Members and presented with formal documentation to that effect (i.e., association membership cards and a certificate reflecting the member’s Charter Membership.) (Note: This membership category was automatically closed on 1 January 1993.) Charter members shall possess the right to hold office in the association and to vote on all association business matters.

b. Regular Membership. Eligible persons, who join the association after 31 December 1992, shall be Regular members possessing the right to hold office in the association and to vote on all association business matters.

c. Associate Membership. Other service military personnel who are graduates of schools defined in Article III, Section 1, above, or any other person who is interested in EOD, may apply for Associate membership. Associate members, however, shall not be eligible to hold office in the association or vote on association business matters.

d. Surviving Spouse Membership. Spouses of deceased, **active duty and retired** Air Force EOD personnel may petition for membership in this category. (Note: Spouses of deceased members of **the association** will be automatically enrolled in this membership category, upon the passing of the member spouse, unless the organization Secretary is instructed to the contrary by the surviving spouse.) No dues are charged for this membership category. **Further, surviving spouse members may attend the association's annual reunion at no cost for meals. Lastly, surviving spouse members are not eligible to hold office or vote on official association business.**

e. Corporate Sponsor Membership. Companies/corporations desiring membership in The EOD MasterBlasters, Inc., may join as corporate sponsors. **This** membership shall entitle the company or corporation to advertise itself in the association's newsletter (The Hellbox Times), **at no charge**, for the purpose of recognition or prospective-employee recruitment activities. Advertising space shall be as determined by the editorial staff of the association newsletter. **The corporate sponsor point of contact may provide, as desired, proposed advertising copy as an attachment to the membership application form.** Corporate members shall not be eligible to hold office in the association or vote on association business matters. The association's Air Force EOD personnel roster and association membership list shall not be provided as a part of the corporate membership package. Corporate members, however, shall be provided with the following: (1) a corporate membership card; (2) a corporate membership certificate; and (3) copies of the association's newsletter.

f. **Lifetime** Member. Anyone holding membership in the categories listed in subparagraphs a thru c, above, may convert to **Lifetime** membership. **Lifetime** members shall continue to retain the rights and privileges listed above and, upon payment of **applicable lifetime membership dues**, shall be exempted from dues in perpetuity. In addition, **Lifetime** members shall receive **lapel pin honoring the individual's lifetime membership**. **Lifetime** members shall be designated as:

- Lifetime Member (Charter)
- Lifetime Member (Regular)
- Lifetime Member (Associate)

In addition, persons eligible to join as new Regular or Associate members may join as **Lifetime** Members in the applicable membership category, if desired.

Lifetime membership may be awarded to selected individuals based on special circumstances (e.g., life altering injury sustained in wartime operations, lifetime achievement, etc.) as approved by the Executive Leadership Committee. In addition, association members in good standing, reaching the age of 80, shall be converted to Lifetime membership if the member is not already a Lifetime member.

Section 3 – Guests. Organization members are encouraged to invite guests to all association functions; however, in fairness to the association membership, invitations to persons who are eligible to join the association **shall be limited to one time only**.

Article IX – Annual Membership Dues

Section 1 – **Charter, Regular, and Associate Member Dues**. Annual dues may be paid in one of the two following options:

- a. Annually. **\$25.00** per year (beginning 1 Jan. 2006), payable in the month of January each year.
- b. **Three-Year Payment. \$60.00 (includes dues for current year, plus two years advanced paid dues (beginning 1 Jan. 2009), at a package rate of \$20.00 per year.**

Section 2 – Surviving Spouse. No annual membership dues shall be charged to Surviving Spouse members of the association.

Section 3 – Corporate Sponsor. **Dues shall be \$100.00 per year, payable in January of each year.**

Section 4 - Lifetime Member Dues

- a. Lifetime Member dues shall be assessed according to the age of the member at the time he or she requests Lifetime Membership according to the following schedule:

<u>Age</u>	<u>Dues</u>
Over 80	\$0.00
70-80	\$150.00
61-70	\$200.00
51-60	\$250.00
50 or under	\$300.00

- b. Lifetime memberships may be paid in four quarterly installments **or in a single payment, at the discretion of the applicant**. Lifetime membership will be conferred when the full fee is tendered.
- c. Lifetime membership dues shall be deposited in a conservative financial program (e.g., passbook savings account, certificates of deposit or a bond mutual fund). Interest

generated by the selected financial instrument shall **only** be used, if needed, to provide general operating funds for association activities **as recommended by the treasurer and approved by members present at a regularly scheduled quarterly meeting.**

Section 5 – Dues Amount Changes. The amount of dues may be changed upon recommendation from the association **Executive Leadership Committee** and as approved by a majority of the membership when the change is brought to the floor for a vote **at general membership meeting.**

Section 6 – Dues in Arrears. Any member who fails to pay dues for two years in a row shall be **removed** from the active membership rolls and placed on inactive status. Members on inactive status, **with extenuating circumstances,** may be reinstated upon application to the association President **or upon payment of back dues.**

Article X – Meetings

Section 1 – Regular Business Meetings. These meetings shall normally be held on the third Saturday in the months of January, April, July and October, each year—and at a location—as announced by the President. Preferably, these meetings shall be convened on a Saturday following a social gathering of the association’s members, their families, and guests.

Section 2 – Executive Steering Committee Meetings. These meetings shall be called at the will and pleasure of the President, as necessary, to resolve association business matters that require resolution to ensure efficient and effective day-to-day operation and welfare of the association. Business matter issues, however, that cannot be resolved at these meetings shall be either (1) held over until, and become part of the agenda of, the next scheduled Regular Business Meeting, or (2) made the agenda of a Special Business Meeting, as described in Section 3, below.

Section 3 – Special Business Meetings. These meetings shall be called by majority agreement of the association’s officers when circumstances warrant that the association membership’s advice and consent are required to resolve a difficult, complex or emergency situation. The President shall also call a Special Business Meeting when a request is made, in writing, by three active members of the association. The location/time of such meetings shall be announced as a part of the meeting call. No other association business, other than that stated in the call for the meeting, shall be transacted during a Special Business Meeting.

Article XI – Quorum

Section 1 – Regular/Special Meetings. A quorum shall consist of the membership present at the called Regular or Special Session meeting.

Section 2 – Executive Steering Committee Meetings. A quorum shall consist of the following:

- a. If Board of Directors exists: President and one other of the two association officers, and three members of the Board of Directors.

- b. If Board of Directors does not exist: All three association officers.

Article XII – Association Awards

Section 1 – The Charles S. Stevenson (CSS) Award. This award is named after Lt. Col. Charles S. Stevenson who was the Air Force’s first full-time EOD staff action officer. His numerous achievements and contributions resulted in vast improvements in the morale of Air Force EOD personnel and large increases in the Air Force EOD career field’s capability to meet both peacetime and wartime missions. The association’s CSS Award draws on this history for its foundation as an award of excellence. In addition, this award will be presented to a selected retired Air Force EOD person at the annual Retired Air Force EOD Reunion. **This award may also be presented posthumously.** The following guidance is provided:

- a. Recommendations for this award may be submitted by association members/non-members alike.
- b. Persons recommended for the award may be either retired Air Force EOD personnel, active duty Air Force EOD personnel, deceased Air Force EOD personnel, **or Air Force EOD personnel who served in the EOD career field but was honorably discharged prior to retirement.**
- c. Recommendation packages shall be submitted no later than 30 September of each year
- d. Recommendations shall be sent to: The EOD MasterBlasters, Inc.; Attn: CSS Award Review Committee; P.O. Box 87, Crawfordville, FL 32326-0087.
- e. Recommendations shall be limited to three typewritten pages, consisting of the following information:
 - Candidate’s Name.
 - Candidate’s Current Address (Home or Business), or Address of Candidate’s Family (in the case of a deceased candidate).
 - Candidate’s Air Force EOD Status (Retired, Active Duty, or Deceased).
 - Candidate’s Retired or Active Duty Grade/Rank (or Grade/Rank at time of Candidate’s passing).
 - Rationale for Submission (i.e., examples of actions, accomplishments, and/or contributions made by the candidate that resulted in significant improvements in the Air Force EOD Program capability.)

Section 2 – The EOD MasterBlasters Award.

- a. Purpose and Description of Award. This annual award recognizes an outstanding **Air Force active duty** EOD individual for **his/her** achievements and contributions to the unit, base, command, and USAF EOD program. Award period is October 1 to September 30, annually. The Air Force EOD Association presents this annual award to the selected individual at the annual Air Force EOD Reunion, normally held during the second weekend in November in Ft. Walton Beach, Florida.
- b. Eligibility for Award. Any USAF Active Duty, Air National Guard, or Air Reserve EOD member assigned to an authorized EOD position, performing EOD duties during at least six months of the award period.
- c. Nomination Procedures and Criteria.
 - (1) Although this award is not yet part of the official Air Force Recognition Program, all Major Commands (MAJCOMs) possessing an EOD capability are encouraged to submit nominees from within their command for consideration. Nominations for MAJCOM Staff personnel and nominations from other units with no MAJCOM affiliation submit packages to HQ AFCESA EOD Division for consideration.
 - (2) Existing USAF award nomination forms may be used for nomination submissions (e.g., AF Form 1206, maximum of two pages, single-side). Nominations should be written in 12-pitch New Times Roman font,) using the four headings as defined below.
 - Contributions to the EOD Program: How the individual uses his technical competence to enhance the capabilities and reputation of the Air Force EOD Program in relation to the assigned level of responsibilities.
 - Leadership and Management Ability: Team leadership in the nine operational areas defined in AFI 32-30, Air Force EOD Program. Management of resources toward efficient mission accomplishment.
 - Initiative and Resourcefulness: For example, how the nominee overcomes adversity. How does the individual do it better than other outstanding EOD technicians?
 - Education, Cultural, and Community Achievements: Educational, fraternal, religious, community, and other significant achievements.
 - (3) Each MAJCOM staff (and AFCESA) reviews its nomination packages, selects their best nominee, and forwards the package to: The EOD MasterBlasters, Inc., Attn: Award Selection Committee, P.O. Box 87, Crawfordville, FL 32326-0087, for final award selection by this committee.

(4) Nomination package should be received no later than 15 October of each year.

Section 3 – “In Honor Of” Award. This award may be presented at the discretion of the President to honor a selected member for the individual’s exemplary service to the association. This award shall be presented at the annual Retired Air Force EOD Reunion.

Section 4 – The Oldest Air Force EOD Trooper on Earth Award. This award shall be presented to oldest EOD person attending the annual Retired Air Force EOD Reunion. Award selection shall be based on individual’s birth date submitted with the party invitation form. In case of a tie, the first invitation received shall be the winner. **This award shall be presented to the winning individual only once.**

Section 5 – The Longest Air Force EOD Traveler on Earth Award. This award shall be presented to the EOD person who traveled the farthest to attend the annual Retired Air Force EOD Reunion. Award selection shall be based on address submitted with the party invitation form. In case of a tie, the first invitation received shall be the winner. **This award shall be presented to the winning individual only one time.**

Article XIII – Parliamentary Authority

All meetings shall be governed by the rules and regulations contained in Robert’s Rules of Order in all cases where they are applicable and where they are not inconsistent with these by-laws and any special rules the association may adopt.

Article XIV – Dissolution

In the event of dissolution or termination of the association, any property or assets remaining after payment of association debts or liabilities shall be donated to **such charitable organizations as the EOD Memorial and Scholarship Foundation, P.O. Box 594, Niceville, FL 32588-0594, Fisher House Foundation, Inc., 1401 Rockville Pike, Suite 600, Rockville, MD 20852, or other like organizations as approved by the association officers and Board of Directors.** No association officer or member shall receive any portion thereof.

