

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE GRADE AND DATE		TO	ACTION	SIGNATURE GRADE AND DATE
1	75 ABW/JA	Review		6	75 MSG/ CC	Sign	
			Sign				Sign
2	75 FSS/CLEA	Review		7			
			Sign				Sign
3	75 FSS/CC	Coord		8			
			Sign				Sign
4	75 MSG/CCE	Review		9			
			Sign				Sign
5	75 MSG/CC	Sign		10			
			Sign				Sign

NAME AND GRADE OF ACTION OFFICER Monika Johns, NF- 02	SYMBOL 75FSS/FSR	PHONE 775-6793	SUSPENSE DATE 03/06/2017
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SUBJECT Private Organization Constitution and Bylaws Approval Request For Hill Air Force Base Family Foundation	DATE 03/01/2017
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**SUMMARY**

1. PURPOSE: Obtain 75 MSG/CC approval
2. DISCUSSION: AFI 34-223, para. 9 requires a Private Organization (PO) to submit a written constitution, bylaws, or other similar documents, outlined in the PO Guidance Handbook through the FSS/FSR, FSS/CC/CL and Staff Judge Advocate for consideration by the Installation Commander, or the MSG/CC if approval authority has been delegated.
3. DISCUSSION: Having met the requirements outlined in AFI 34-223, para. 9 and the Private Organization Guidance Handbook, the above PO requests approval of Constitution and Bylaws.
4. VIEW OF OTHERS: N/A
5. RECOMMENDATION: Recommend 75 MSG/CC sign tab 1 PO Constitution and Bylaws Approval.

**X**

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ROBERT L. COKER, NH-03, DAF  
Resource Manager

2 Tabs

1. PO Constitution and Bylaws Approval
2. Constitution/Bylaws